



THE VILLAGE HALL LEVERSTOCK GREEN HEMEL HEMPSTEAD
 HERTS HP3 8QG
 01442 268723
 lgvaoffice@gmail.com
 www.lgva.org.uk

APPLICATION TO HIRE

Name and home address of hirer (including child's name, where applicable) :

Hirer's contact details: Email _____ Mobile No _____

Date of hire: _____ Organisation/event (i.e. type of party): _____

ACCOMODATION (see reverse for maximum capacities)	HIRING FEE	START TIME	FINISH TIME	FRIDAY & SATURDAY EVENING PARTY
MAIN HALL KITCHEN	£			11:15 PM – BAR CLOSES 11:30 PM – DISCO ENDS MIDNIGHT – LEAVE PREMISES (INCLUDING DISCO/BAND)
PA SYSTEM	£			
WESTWICK ROOM Unsuitable for a bouncy castle	£			
BUGLASS ROOM Unsuitable for a bouncy castle	£			
DEPOSIT REQUIRED WHEN BOOKING ¹	£			TOTAL:

What is the approximate expected attendance:	Will alcoholic drinks be consumed? <i>(if yes, please complete additional Bar Hire form)</i>	YES/NO
Do you have Public Liability Insurance? <i>If you have answered NO then the Association will provide the public liability insurance for you for the event, subject to the Hirer complying fully with all these hiring conditions, including ensuring that all outside vendors and providers have their own public liability insurance</i>		YES/NO
Is copyright music to be performed? <i>Please note that smoke machines are not permitted as these activate the fire alarms</i>		YES/NO

¹DEPOSITS will not be returned after cancellation until a further booking has been accepted. LGVA reserves the right to withhold some or all of the deposit paid to cover damage, additional time past the agreed booking, additional rooms used but not paid for, misuse of alcohol or if the hall/furniture is not left clean and tidy. Provided all conditions are met, the deposit will be returned after the event. This deposit will be banked and does not form part of the hall hire charges.

THE HIRING FEE MUST BE PAID 1 MONTH PRIOR TO THE DATE OF THE HIRE, otherwise the Hall will be rendered available for re-letting. Applications to hire and payments must be made to the Administrator, Leverstock Green Village Hall, Monday to Friday between 9.30 am and 12.30 pm. Cheques should be made payable to Leverstock Green Village Association (LGVA). Bank details are: LGVA Sort Code : 60-18-11 Account no : 24461350

CANCELLATIONS – unless 28 days clear notice of cancellation is received, the Hirer shall pay 50% of the hiring fee

CONDITIONS – see Rules of Hiring regarding, but not limited to, our Smoke Free Policy, the use of naked flames and the display of notices/pictures etc.

I have read the application to hire the accommodation as shown above and on the date/s and for the time/s stated and I agree to observe and be bound by the Rules for hiring (see reverse). I furthermore acknowledge, and agree to observe and be bound by, the Health and Safety Information for Hirers document provided.

Signed _____ Date _____

RULES OF HIRING

1. Rooms shall not be used for any purpose other than that for which they have been let to the Hirer
2. Rooms shall not be used for any commercial purpose
3. The Hirer and all parties invited into the Hall by the Hirer, e.g. bands, caterers etc., shall vacate the rooms by the time stated on the Application to Hire form
4. The Hirer shall not sub-let the rooms hired or any part of them
5. No furniture, furnishings or equipment shall be moved from rooms without the permission of a Leverstock Green Village Association (LGVA) representative
6. The Caretaker is responsible for overseeing the Village Hall and is authorised to see that Hirers leave it in a satisfactory condition
7. The Hirer shall leave the rooms, furniture, fixtures and fittings in as clean a condition and good order as they were at the time of entry by the Hirer or his/her agents
8. The Hirer shall be fully responsible for all equipment hired by him/her for the purpose of the letting. The Hirer shall also be responsible for any injury, loss or damage to any person or their property arising from the use of that equipment
9. No gas nor electric light fittings in any part of the building shall be removed or altered without the previous written consent of LGVA
10. No additional lights, including spotlights, or heating apparatus shall be installed without prior consent, and then only by a competent electrician
11. The Hirer shall ensure that the activities conducted in the rooms hired do not interfere with other users of the Village Hall
12. LGVA reserve the right, through its committees and representatives, to refuse admission to any person or persons
13. "Daisy chains" of extension leads are prohibited
14. The Hirer shall permit duly authorised LGVA representatives and Police Officers on duty to have free access to all parts of the Hall during the hiring period and shall comply with any reasonable directions given by them
15. **All alcoholic and non-alcoholic beverages must be purchased from the bar.** No bottles or glasses are to be taken off the premises. Hirer's cannot sell alcohol or include alcohol in the price of a ticket without written permission from LGVA/DPS. Any breach of this will lead to early closure of your event.
16. **The Hirer shall ensure compliance with the law relating to copyright.** The Hirer shall be responsible for obtaining any licence required in connection with the hiring which is not already held by LGVA. The Hirer shall supply LGVA with any information reasonably required for any of these purposes. By signing the Application to Hire, the Hirer indemnifies LGVA against any failure to observe this rule
17. **The Hirer shall observe all relevant provisions of the Betting, Gaming and Lotteries Act** and all regulations thereunder. By signing the Application to Hire, the Hirer indemnifies LGVA against any failure to observe this rule
18. **The Hirer shall observe all relevant provisions of the Food Safety Act** and all regulations thereunder. By signing the Application to Hire, the Hirer indemnifies LGVA against any failure to observe this rule
19. **For the purposes of the law prohibiting the use or possession of prohibited drugs, the Hirer shall be deemed to be the person in control of the room/s hired** and shall take all such steps as may be necessary to ensure that the law in that respect, and all regulations thereunder, is observed. By signing the Application to Hire, the Hirer indemnifies LGVA against any failure to observe this rule
20. All Fire and Public Safety regulations must be strictly obeyed. No entrance or exit doors shall be fastened up or taken off, nor any entrance or exit blocked.
21. The Hirer will ensure compliance with LGVA's Smokefree Policy prohibiting, under law, smoking, vaping or the use of electronic cigarettes on any part of the premises
22. The use of naked flames (candles etc.) is prohibited on the premises under the LGVA Fire Safety Policy. The use of smoke machines is prohibited due to the risk of activating the fire alarm
23. BBQ's are permissible but permission must be granted by LGVA and must be placed outside of the building.
24. The Hirer shall provide sufficient stewards to maintain good order in the rooms hired during the period of hiring
25. When rooms are hired for concerts, lectures, meetings or any form of entertainment where rows of seats are used, the Hirer must ensure that all seating is linked together and that clear passage, as directed by LGVA, shall be provided and maintained unobstructed
26. Disco/electrical equipment should be checked by a competent person. Amplifying equipment may only be used as directed by the Caretaker.
27. The building shall not be defaced in any way. No nails, screws, pins etc. shall be driven into the walls or any parts of the rooms, nor shall sellotape/BluTack (or similar) be stuck to the walls or any boards – picture rails are provided in the Main Hall, the Westwick Room and the Buglass Room for this purpose
28. The Hirer shall not exhibit bills, posters, advertisements, photographs or leaflets at the Village Hall except with the consent of LGVA, and then only on boards and in positions indicated by them
29. The total number of persons to be admitted throughout the building at any time shall not exceed a total of 240 people with the following maximums applying to individual rooms: Main Hall - 150 people, Westwick Room - 60 people, Buglass Room - 30 people
30. LGVA shall be entitled, on giving two week's notice to the Hirer, to cancel any letting for any day on which LGVA require, for any public purpose, the rooms which have been let. The Hirer shall have the option of engaging rooms for some other day or have reimbursed to him/her any payment he/she has made to LGVA in respect of the hire. LGVA shall not be liable to pay or allow any further compensation in respect of the cancellation or alterations of the hire. LGVA reserves the right to adjust its charges subject to their having notified the Hirer one month before the date of the hiring
31. Any complaint should be made in writing to lgvaoffice@gmail.com
32. **The Hirer is liable for : (a) Death or injury to any person, and (b) Any loss or damage to any property whatsoever including the Village Hall and its contents arising from any negligent or accidental act or error or omission by the Hirer during the period of the Hire**

FIRE EMERGENCY EVACUATION PLAN

LEVERSTOCK GREEN VILLAGE HALL

If you discover a fire or suspect the presence of fire

- i) Sound the alarm by operating the nearest break glass point
- ii) Summon the Fire Brigade by dialling 999
- iii) Attack the fire with the nearest suitable equipment only if it is safe to do so

If you hear the fire alarm

- i) Leave the building by the nearest available exit
- ii) Proceed to the assembly point located at the bottom of the side car park, next to the Library and conduct a roll call
- iii) The toilets and kitchen areas should be checked by the appointed Fire Wardens

Do not stop to collect bags, coats or personal belongings
Do not re-enter the building until it has been declared safe by the Fire Brigade

I confirm that I have read and understood the Fire Emergency Evacuation Plan:

Name: _____

Signed: _____

Date: _____