

Sennen Churchtown Hall

Registered Charity No: 1094500

Chair: Sarah Judd

Treasurer: Paul Cooper

Secretary: Chris Mawer (Ms)

Booking Officer: Alison Leighton

e: bookings@sennenchurchtownhall.org.uk

t: 07825740680

a: 4, Trevilley, Sennen, Penzance, TR19 7AH



BOOKING FORM*

Hirer name:.....

Club/group:.....

Address:.....

.....**Post Code:**.....

Telephone:.....

Email:.....

Nature of event:.....

Will this be a public or private event?.....

Booking date(s) required:

Booking time from.....**to**.....

Approximate number of people attending (maximum 80):

Will any electrical/special equipment be brought in? YES/NO

If yes, please specify:

Fees (see Standard Conditions of Hire below for list of charges)

Hire Fee:

Extras:

Bond:

Is the hiring for commercial use? YES/NO

* See General Data Protection Regulations Policy on www.sennenchurchtownhall.org.uk

Premises

Is the whole Hall required? YES/NO

If part of Hall only, please specify which

.....

Storage of equipment required? YES/NO

Use of field required (even if only for parking) YES/NO

Will you be erecting a marquee? YES/NO

[Note: If power is required then you will need to provide a generator]

Is a Temporary Event Notice (TEN) required for the event? YES/NO

If yes, has this been obtained? YES/NO

Note: A copy of the TEN will be needed to be given to the Bookings Officer prior to the event taking place.

The Hirer agrees to be present during the period of hiring and to fully comply with this Hire Agreement and the following Standard and Special Conditions of Hire for Sennen Churchtown Hall.

I have read and understood the Hall's terms and conditions and agree to abide by them, and pay for any damages that occur during the above period of hire.

Signed by the Hirer

Date: **Signed:**.....

Printed name:

When completed, this form together with the signed Standard and Special Conditions of Hire should be returned to the Hall's Booking Officer. Until these forms have been returned with the appropriate deposit the booking is only provisional.

Office use only**Received by the authorised representative on behalf of the Hall**

Date: **Signed:**.....

Printed name:

Amount of payment received:

Date booking confirmed and receipt issued:

5. Game, betting and lotteries

The hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

6. Charges

Charges are laid down by the Hall management committee and are payable in advance to the Booking Officer, and currently (Autumn 2019) are:

- **General Hire of the Hall is £10.00 per hour**
- **Or £7.00 per hour at the regular hire discounted rate for repeated weekly/monthly sessions [discount is applied to regular hire periods i.e. not to a *one-off* booking by someone who regularly hires]**

Events involving more than 20 people hire is:

- **£60 part day or evening (09:00 – 18:00 or 18:00 – 24:00)**
- **£100 per full day**
- **£200 per weekend** (hirer is required to leave the Hall clean and tidy so a full weekend hire period needs to allow time for clearance. Consider adding half a day extra to hire period if necessary)
- **WEDDING HIRE** rates are £400 for a weekend with a refundable bond of £500

Fuel supplement as follows: Bookings for any dates from October 1st to March 31st every year are subject to a 10% winter fuel surcharge which will be applied to the final invoice.

For general hire of the Hall, the electric, use of tables and chairs, stage, central heating, use of kitchen and outdoor space are included in the hire.

A bond of £100 per day or £50 per half a day will be required in addition to the hire fee. This should be paid in a separate cheque to the hire fee and will be refunded within 21 days after the period of hire provided that cleaning has been carried out to the required standard and no damage or loss has been caused to the premises and/or contents nor complaints made to the Hall about noise or other disturbance during the period of the hiring or as a result of the hiring . See section 17 below.

The hire fee together with the bond are due for payment ***before*** the event for which the premises are hired and no booking will be confirmed until the complete Booking Form, signed Conditions of Hire and fees due are received by the Bookings Officer.

Where, due to extenuating circumstances, payment had not been received at the time of booking, it must be made within 30 days of the booking. All cheques must be payable to Sennen Churchtown Hall.

7. Public Safety Compliance

The hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, The Licensing Authority or otherwise, particularly in connection with any event which includes public dancing or music or other similar entertainment or stage plays, at which alcohol is sold or provided, or which is attended by children.

In advance of, and during the hire session, the hirer shall ensure the following items:

- That all fire exits are unlocked and panic bolts in good working order.
- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- The emergency exit signs are illuminated during the time the premises are occupied.
- That there are no obvious fire hazards on or brought into the premises.

A fire risk assessment for the known hazards has been carried out by the management committee. No decorations are to be put up near light fittings or heaters.

The hirer shall also ensure that no unauthorised heating appliances shall be used on the premises.

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Safety Officer of the management committee at the earliest opportunity. The Hall must be vacated in an orderly manner using the appropriate exits indicated.

8. Health and Hygiene

The hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

Please note: absolutely no food should be left out overnight.

9. Electrical Appliance Safety

The hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the manufacturer's instructions and the Electricity at Work Regulations 1989. The Hall management committee accepts no liability for accidental injury caused by a third party's electrical equipment.

10. Indemnity

The hirer shall indemnify and keep indemnified each member of the Hall management committee and the Hall's employees, volunteers, agents and invitees against:

- (a) The cost of repair of any damage done to any part of the premises including the curtilage and field or the contents of the premises;
- (b) All claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the hirer, and
- (c) All claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the premises by the hirer.

The hirer shall take out adequate insurance to insure themselves and members of their organisation and invitees against all claims arising as a result of the hire and on demand shall produce the policy and current receipt or other evidence of cover to the Hall's Bookings Officer. Failure to produce such policy and evidence of cover will render the hiring void and enable the Hall's Bookings Officer to rehire the premises to another hirer.

The Hall is insured against any claims arising out of its **own** negligence.

11. Accidents and Dangerous Occurrences

The hirer must report all accidents involving injury to the public or failure of equipment belonging to the Hall to a member of the Hall management committee **as soon as possible** and complete the Hall's accident book, which is located in the drawer in the kitchen marked 'First Aid'. Certain accidents or injuries must be reported on a special form to the local authority in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Hall's Bookings Officer will give assistance in completion of this form.

12. Animals

The hirer shall ensure that no animals (including birds) except assistance dogs are brought into the premises, other than for a special event agreed to by the Hall management committee. No animals whatsoever are to enter the kitchen at any time.

13. Drunk and Disorderly Behaviour and Supply of Illegal Drugs

The hirer shall ensure that in order to avoid disturbing neighbours to the Hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises, in the field, or in its immediate vicinity. No illegal drugs may be brought onto the premises.

14. Compliance with the Children Acts 1989

The hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Acts 1989 and 2004 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children (checks may also apply where children over eight and vulnerable adults

are taking part in activities). The hirer shall provide the Hall committee with a copy of their Child Protection Policy on request.

The hirer shall also ensure they have read and agree to the Hall's safeguarding policy, a copy of which is available under the documents section on the CTH's website and a hard copy is kept in the Hall [please note that by completing this form you agree to abide by the safeguarding policy].

15. Sale of Goods

The hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the hirer shall ensure that the total price of all goods and services are prominently displayed, as shall the organiser's name and address and that any discounts offered are based only on Manufacturer's Recommended Retail Prices.

16. Cancellation

If the hirer wishes to cancel the booking before the date of the event and the Hall is unable to conclude a replacement booking, the question of payment or repayment of the fee shall be at the discretion of the Hall management committee. If the hirer cancels the booking within one week of the event, however, the sum of 50% of the hire fee will remain payable to cover administration costs and potential lost revenue.

The Hall reserves the right to cancel the hiring by written notice to the hirer in the event of:

- a) The premises being required for use as a Polling Station for an election;
- b) The Hall management committee reasonably consider that (i) such hiring might lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place on the premises as a result of this hiring;
- c) The premises becoming unfit for the use intended by the hirer;
- d) An emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the hirer shall be entitled to a refund of any monies already paid but the Hall shall not be liable to the hirer for any resulting direct or indirect loss or damages whatsoever.

17. End of Hire

The hirer shall be responsible for leaving the Hall, field (if used) and surrounding area in a clean and tidy condition, turning off the heating and lights, closing all shutters and locking outside doors, removing all rubbish, cleaning and replacing any tables and chairs used to their storage positions, properly locked and secured, and any contents

temporarily removed from their usual positions properly replaced, otherwise the Hall shall be at liberty to make an additional charge for cleaning/clearing up at a charge of £12 per hour.

NB If the event runs until midnight on the final day of hire, please note it is the hirer's responsibility to book & pay for extra hours or an extra half day hire to enable cleaning if it is impractical to do at the end of their event.

The following in red is non-negotiable.

Any recyclables to be removed from the premises by the Hirer (and not to be left in the Sennen Churchtown Hall bins). Only 'small party' waste (i.e. what reasonably fits into 'one' wheelie bin) can be left on site. Any larger amounts of rubbish, e.g. from a bigger weekend event, are to be removed by the Hirer.

18. Noise

The hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. Also noise levels during the hiring should be kept within legal limits so that they do not interfere with surrounding neighbours.

19. Personal Equipment

The Hall management committee accepts no responsibility for personal property or equipment brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All other equipment and other property must be removed at the end of each hiring or fees will be charged for each day or part day at the hire fee per hiring until the same is removed, unless prior permission has been obtained.

20. No Alterations

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Bookings Officer, acting on instructions from the management committee. Any alterations, fixture or fitting or attachment so approved shall at the discretion of the Hall committee remain in the premises at the end of the hiring and become the property of the Hall unless removed by the hirer who must make good to the satisfaction of the Hall management committee at the hirer's own expense any damage caused to the premises by such removal.

21. No Rights

The hiring agreement contributes permission only to use the premises and confers no tenancy or other right of occupation to the hirer.

22. Opening and Closing the Hall

The Hall will be opened for hiring by the Bookings Officer and will be closed for the hirer at the time indicated, unless a key has temporarily been assigned to the hirer, which they have confirmed by signing the key register held by the Bookings Officer. This key should be returned to the Bookings Officer at the end of the hire period. Please ensure that outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period, unless by prior arrangement.

23. Safety Procedures when Hiring the Hall

The hirer is responsible for familiarising themselves with the exact location of the nearest telephone, fire exits and fire extinguishers before the village hall is occupied, and the manner of opening Fire Doors should be made known to invitees, as well as the location of the Fire Assembly Point to the rear of the shed at the back of the Hall.

Ensure all emergency exit doors are kept clear at all times.

The hirer is responsible for raising the alarm, supervising evacuation, and reporting incidents/accidents/potential hazards to the Hall's Bookings Officer as soon as possible so that problems can be dealt with quickly.

A copy of the Hall's Health, Safety and Welfare Policy is located in the Hall's Health and Safety file, located in the Hall kitchen.

The Hall has no telephone, so hirers are advised to bring a fully charged mobile phone in case of emergency.

24. Heating

Please let the Bookings Officer know if you need the Hall to be particularly warm or cold. Do not adjust individual radiators/heaters.

25. Consideration of Others

Please ask guests to leave quietly at the close of the hire session. Car doors banging and loud talk in the car park or the highway are disturbing to local residents.

Please do not use drawing pins or sellotape on the walls or other surfaces, use blu-tack if you need to put up notices or decorations.

26. Comments

The management committee welcomes any comments or observations that you may have.

Special Conditions

These Special Conditions of Hire include provisions required to comply with the Premises Licence issued under the Licensing Act 2003 and apply to all events at which regulated entertainment or the sale of alcohol takes place. The Hirer hereby agrees to comply with the following conditions:

1. Hours of Opening

The premises shall not be used for licensable activities except between the hours of 9:00 am and 11:00 pm unless special permission has been issued by Cornwall Council or any other authorised licensing authority **and** by the management committee.

2. Capacity and Supervision

There shall, in addition to the hirer, be a minimum of two competent attendants on duty on the premises to assist people entering and leaving, none of whom shall be less than 21 years of age. If most of the audience is under 16, the number of attendants shall be not less than four. All persons on duty should be instructed as to their essential responsibilities in the event of fire or other emergencies, including attention to disabled persons, the location and use of firefighting equipment available, how to call the Fire Brigade and evacuation procedures.

The number of people on the premises shall not exceed 80 persons.

3. Age

The hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and being present on the premises at all times when the public are present and for ensuring that all conditions of the Premises Licence relating to management and supervision of the premises are met.

Children under 18 are allowed to be on the premises but must be accompanied by a responsible adult.

4. Dangerous and Unsuitable Performances

Performances involving danger to the public, or of a sexually explicit nature, shall not be given.

5. Film Shows

Children and young people shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification.

I have read and understood the Hall's terms and conditions and agree to abide by them, and pay for any damages that occur during the period of hire.

The hirer agrees to read and comply with the Hall's policies, available on the website under the "About" tab. NB: Special attention to be given to the safeguarding policy whenever children will be using the Hall. A copy of the Hall's Health, Safety and Welfare Policy can be found in the Policies file in the Hall kitchen. Paper copies of any of the policies can be provided upon request for a small fee to cover printing costs.

By signing this agreement, the hirer(s) acknowledge the content of the safeguarding policy and agree to abide by its terms and conditions.

Signed by the Hirer

Date: **Signed:**

Printed name:

Address:

.....

Contact telephone number(s):

Office use only

Received by the authorised representative on behalf of the Hall

Date: **Signed:**

Printed name: