

Cyril Turner Community Hall, LN8 6AJ

Village Hall Hire Agreement

To hire the Ludford Village Hall you must complete this form in full, in all cases, and send it to the Letting Secretary, address below. If you are completing the form on line you will need to print it out to be able to sign it before sending it.

This Agreement is made between the Ludford and District Playing Field Association Committee (the Hall) and the Hirer, detailed below.

HIRER DETAILS

Your name	
Company/organisation name	
Your address: first line	
Second line	
Third line	
Fourth line	
Postcode	
Tel/mobile number	
E-mail address	

FUNCTION DETAILS

Date of Function/Event
Times— from/until
Set up and clear up time needed?
Number of people attending
Type of function Children's party <input type="checkbox"/> 21st/18th party <input type="checkbox"/> other party <input type="checkbox"/>
Club event <input type="checkbox"/> Corporate <input type="checkbox"/>
Use of kitchen For drinks only <input type="checkbox"/> Cold preparation of food <input type="checkbox"/> Hot preparation of food <input type="checkbox"/>
Use of meeting room For meeting <input type="checkbox"/> For Buffet during event <input type="checkbox"/> other <input type="checkbox"/> explain below
Use of outside space/showers

The Village Hall Bar

1. Only drinks bought from the Hall's own licensed bar can be consumed on the premises
2. If the bar staff are unsure of any customer's age they reserve the right to ask for identification, and, if ID is not shown, refuse to serve.
3. Licensed hours are up until 12 midnight. If an extension is required until 1am there is a charge of £21 made by the Local authority. Please include a letter requesting the extension and why which must be received at least 6 weeks prior to the event.
4. In certain circumstance we will insist on a doorman being hired. Eg: a party with a high proportion of teenage guests, but not necessarily of the age to drink. However, no underage party will be considered without adult supervision. Charges will be available as necessary.

Bar Required Yes <input type="checkbox"/> No <input type="checkbox"/>		
Bar open hours	From:	To:
Extension of time required. See notes above	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Special drinks required	Please be specific, eg age specific brands	
Doorman required	No <input type="checkbox"/>	Yes <input type="checkbox"/>

Terms and Conditions of hire

Fees:

1. Hiring fees for the Hall are in the 'Letting Fees' document which also forms part of the terms and conditions.
2. To confirm your booking a deposit of £100 is required in all cases. This is refundable after the Hall has been checked after the event.
3. If you intend to make your final payment by cheque, please note that it will have to clear before your deposit is refunded, as applicable.
4. The cancellation fee will apply if less than 2 weeks of notice is given.
5. Hourly bookings of the Hall are subject to a minimum of 2 hours.
6. A surcharge towards the cost of the heating is levied during the winter months and when the heating is used. This is subject to change.
7. The cancellation fee is £20.
8. To comply with new regulations regarding Data Protection, this document will be held securely for 7 years with our accounts as it is our contract with yourselves. Our Policy will soon be available for you to see upon request. (July 2018)

Health and Safety

1. The capacity of the Hall is 200 persons standing and 120 seated
2. The Hall accepts no liability for the following.

It is recommended that you take out **your own insurance**.

Health and safety issues resulting from any equipment brought in by anyone hiring the Hall, their guests, staff, hired personnel etc.

For the health and safety of any food brought in by, prepared by or served by anyone hiring the Hall, their guests, staff, hired personnel etc.

For cars parked in the car park by anyone hiring the Hall, their guests, staff, hired personnel etc.

For use of the outdoor play equipment used by anyone hiring the Hall, their guests, staff, hired personnel etc.

3. By Law, the Hall is a strictly **No Smoking** venue, which includes **Vaping**.
4. See below for specific instructions regarding **Fire Safety**.
5. Children are not allowed on the stage (unless performing) or in the kitchen at any time.
6. By Law, **Dogs** are not allowed anywhere on the premises, playing field or carpark

Specific requirements to be observed during the use of the Hall

1. No adhesives or fixing agents of any kind, eg. Blotak or Staples, are to be used on the ceiling, walls or windows anywhere in the Hall.
2. Anyone using any part of the Hall must remove their rubbish from the event, black bags are provided.
3. Tables and extra chairs etc. are in the store room. A 'map' is available to show how they should be restacked etc. please always use the trolleys provided. Do not mix sizes of tables in the trolleys. **Any other equipment in the store room is not included in your hire.**
4. A 'map' is also available for the main hall room to show how furniture can be left that does not belong in the store room. The meeting room contains a desk, 2 brown tables and 10 chairs. Cutlery is in containers in the desk, and separately. On occasion a stack of small tables may also be stored in here, otherwise at the far end of the bar away from the kitchen access.
5. Anyone hiring any part of the Hall must wipe the tables, store them correctly, and sweep the floor thoroughly after use. Brooms are in the store room and dustpans under the kitchen sink. **Please take all your own rubbish away with you.**

Fire Procedure

Please give the following announcement at the beginning of each session or event:

“Would all present please be aware of the exits (then show them) in the event of fire. If a fire should be discovered, leave by the nearest exit, and assemble at the bottom of the car park nearest the picnic tables. Do not return until the all clear has been given”

This is shown on the key fob as well. The kitchen door is not a designated fire exit as it is within the major source of fire area in the building.

Please telephone 999 and ask for fire, (**but note that there is no telephone in the Hall**), and no public telephone in the Village, so you will need to use a mobile phone.

Acceptance

By signing this agreement, I confirm that I have read, understood, accept and will adhere to all the above. I will also take full responsibility for any damage to the Hall and/or its property and understand that the deposit of £100 will be used against any damages and any remedial work resulting from my failure to clear up and put things away correctly after my event. A further bill may be incurred in the event of serious damage or destruction.

Signature of Hirer:

Please send your completed booking form and deposit to:

Linda Pett
Letting Secretary, Cyril Turner Community Hall
c/o 4 Lime Villas
Ludford
Market Rasen
Lincs
LN8 6AF

Please ensure your deposit cheque is made out to **Ludford PFA** and attach any other information such as an extension request letter.

In order that we comply with the General Data Protection Regulations of 2018, this information will be held securely with our financial documents for 7 years as it forms a legally binding document between the Hirer (yourself) and the Ludford and District Playingfield Association. You may request to see what information we are holding.