

Ranworth Village Hall Booking Form

To complete your booking please sign and return to the booking secretary.

A £50 deposit is required for each day of hire to secure your booking. This will be refunded after the hire period once the hall and inventory has been checked. This can be paid by bank transfer to the Village Hall account no. 70740322 sort code 209921

The hire charge is required to be paid one month before the date of hire.

Full Name	
Company name (If applicable)	
Full Address (Inc. Post code)	
Phone Number	
Mobile Number	
E mail Address	
Bank Sort Code & Acc. No. (for deposit refund)	
Bank Account Name	
Requested date(s) of hire.	

Please circle the applicable rate below.

Note:- Winter months are October to March as GMT. Summer months as BST

HIRE CHARGES

All day	9am – 5pm - £100.00
All day with evening	9am – 12am - £150 (+ £20 heating fee winter)
Evening only	5pm – 12am - £70 (+ £15 heating fee winter)
Morning only	9am – 1pm - £50 (+ £10 heating fee winter)
Afternoon only	1pm – 5pm - £50 (+ £10 heating fee winter)
Regular meeting – time from	to at an agreed rate of £

By signing this form you have read and agree to the **terms and conditions of hire**. Please note that the hire agreement does not allow the hirer to use or enter the premises at any time other than the specified hours for which we have agreed.

Please notify the bookings secretary should any of your personal details change before your booking.

By signing this form you are giving consent for the Ranworth Village Hall Committee to use this information to process your booking and return your deposit. This information will be used for no other purpose and will not be shared with any other organisation.

Signed (booking secretary) _____ Date _____

Signed (Hirer) _____ Date _____

Ranworth Village Hall **Terms and Conditions of Hire**

Applications

The hire agreement form should be completed and returned to the booking secretary. All Hirers must be aged 18 or over and will be responsible for complying with the terms of the agreement.

Capacity and parking

- The hall is insured for 500 people, however the following is recommended inside for comfort and safety:
 - o 125 people standing/ dancing or closely seated audience
 - o 90 people at seats and tables
 - o 200 for combination of above.
- There are 2 places at the rear of the hall on the left hand side of the drive for loading/unloading.

All parking for the village hall is located in the field between the church and the village hall. This is by kind permission of the church. Users are to ensure that all gateways and drives are kept free for access and to minimise impact on local residents and that people park responsibly.

Safety and Fire Prevention

- No smoking is permitted in the Village Hall.
- No fires or barbecues should be lit in the vicinity of the hall and no combustible material kept or used in the hall (a small barbecue is permitted in front of the outbuilding **with permission**).
- All doors/ exits should be unlocked including the double doors. Ensure there are no outside obstructions to the exits and emergency exits and test that they open correctly and without difficulty.
- Emergency exit lights are to be switched on whilst the hall is in use. Ensure self-illuminated exit signs and exit lights outside are operating.
- Ensure the layout of tables, chairs and equipment does not obstruct exit routes.
- Identify the location of the fire extinguishers and make sure they are unobstructed. They are positioned by the main entrance door to the hall and the entrance to the kitchen. A fire extinguisher and fire blanket is also provided in the kitchen.
- A first aid box is provided in the kitchen and the disabled toilet.

After using the hall, and before you leave

- Leave the hall in a clean and tidy condition as you found it, ensuring the kitchen, cooker and microwave are clean and the toilets are in a respectable condition.
- Wash up and put away all used crockery, glassware, cutlery etc. A dishwasher is provided to assist with large amounts.
- All non-recycling rubbish should be placed in the green wheelie bin provided at the front of the hall.
- There is no recycling collection at the hall. All recycling rubbish **must** be taken away with you when you leave the hall

- Please ensure all lights including outside lights are switched off and that the main switch is off before leaving.
- Ensure all doors are locked, windows are shut and the hall is secure after use.

Please replace all tables, chairs and other equipment as you found them when you arrived. All personal property including rubbish should be removed from the hall.

The hirer shall be liable for damages to or loss of equipment or premises if this is as a result of negligence on the part of the hirer. Businesses are advised to have appropriate Public Liability insurance. Any issues found by the hirer should be reported as soon as possible to the booking secretary.