

**CHUDLEIGH KNIGHTON VILLAGE HALL
HIRE AGREEMENT**

This agreement is made between the **Chudleigh Knighton Village Hall Committee** and the **Hirer** to use Chudleigh Knighton Village Hall for the purpose and the period described below.

Hirer Name/Organisation.....

Address.....

.....

.....

Postcode.....Tel: no.....

Purpose Of Hire.....

Room Requested: **Main Hall** **Garden room** **Old Library room**
(please tick as required)

Period of Hiring

Day / Date	Start time	Finish time	Total number of hours.

Please use continuation sheet for block bookings (see overleaf). Only full hrs. can be booked.

Total cost of hire £

♦ **Please enclose payment with booking form and post booking form through letterbox at the front entrance** (cheques should be made payable to "Chudleigh Knighton Village Hall")

♦ **The Booking Secretary can be contacted on 07791 695027 (text preferred)**

♦ **The Management Committee will take seriously any breaches of the hire agreement, health & safety or safeguarding policy**

Name of person responsible

(Block capitals).....

(Signature)..... Date.....

THERE IS A DESIGNATED SMOKING AREA; SMOKING ANYWHERE ELSE ON THE VILLAGE HALL PREMISES WILL BE TAKEN AS A BREACH OF BOOKING POLICY.

Continuation Sheet

Day / Date	Start time	Finish time	Total number of hours.

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Insurance

The condition of hire states that your organisation should be appropriately insured.

- Please confirm you have public liability insurance Yes NO
- Name of your insurers.....
- Date of confirmation of being insured

Hire Charges

Main Hall

£8.50 ph Chudleigh Knighton Groups & Residents
£12.50 ph outside organisations

Committee Rooms

£5.00 Ph
The above charges include electricity and heating
All payments to be received at time of booking

- ◆ **All booking fees to be sent to The Village Hall with booking form.**
- ◆ **Hire charges are reviewed annually by the management committee**
- ◆ **All bookings include an extra half hour before and after the event to enable hirers to set up and clear away tables and chairs and to leave the hall tidy. (This time cannot be included in the booking period itself.)**

The Hirer Agrees

- ◆ To be present during the hire of the hall.
- ◆ To ensure your event is appropriately insured.
- ◆ **To adhere to the no-smoking policy**
- ◆ To ensure that the hall is used for the purpose stated on the booking form.
- ◆ Numbers of persons attending do not exceed 100
- ◆ To leave the hall in a clean and tidy condition (*see check list below*)
- ◆ That recompense will be made to the Management Committee for any damage to the hall during its use.
- ◆ To adhere to the village hall health and safety and safeguarding policies.
- ◆ To ensure that the supervisors of groups that include unaccompanied children and vulnerable adults have the relevant DBS clearance.
(A copy is kept with the Incident book by the first aid box).
- ◆ To be respectful and considerate of other premises users.
- ◆ To make themselves aware of the evacuation procedures of the premises.
- ◆ To make themselves aware of the licensing conditions of the hall and to adhere to the conditions.
- ◆ No music is to be played outside.

The Village Hall Management Committee reserves the right to enter all events where they believe there may be a breach of the hall's policies.

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End of session checklist

1. Empty all internal bins (remember to recycle)
2. Check tea urn is turned off (*Please ensure tap on urn is locked*)
3. Check that all electrical appliances are turned off, excluding microwave & fridges
4. Check toilets are clean and tidy
5. Brush/clean floors
6. Stack tables in trolleys (10 per trolley) and place chairs in the side room (chairs must not be stacked more than *five high*)
7. Close all internal doors and turn off lights
8. If garden is used, please check for litter

PLEASE KEEP THIS COPY

Contact details: Booking Secretary, Tamsin Crossland

Email: village.hall@chudleighknighton.org

Tel: 07791 695027 (text preferred)

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