# Belstone Village Hall Booking Form

Belstone Village Hall, Belstone, Okehampton, EX20 1RB Reg Charity no. 300761

Date(s) Required

Time

Name of hirer (must be aged 18 and over):

Your e-mail:

Telephone and/or mobile phone number:

Name of organisation (if applicable):

Address:

Please explain what the hall is to be used for, eg children's party, yoga class, trade show, dance, film, charity ball etc

Please say which rooms you will be using e.g. Main Hall, Meeting Room, Kitchen, Bar.

If using the kitchen, for what purpose?

Will alcohol be provided at this event?

**If alcohol is for sale, you must apply, and pay for, a Temporary Events Licence (T.E.N) from West Devon Borough Council.**

Any other notes?

# Hall Hire Charges

Charges are made in whole hours

**Main Hall:** £12 for the first hour; £8 per hour, thereafter.

Any extra hours for setting up and clearing up are charged at £8.00 an hour and must be stated on the booking form.

**Meeting Room:** £7 for the first hour; £5 per hour, thereafter

**Bar:** £10

**Kitchen:** Negotiable with hall manager, depending upon level of use – minimum £15 maximum £30

**Projector & Screen:** £10

**For groups staying overnight** (maximum 35 people) there is a charge of £110, plus a returnable deposit of £50.

**Weddings:** By negotiation

Any hire charge for a single event which involves a fee of £100 or more will incur a returnable damage deposit of £100.

A 10% discount is available for residents from Belstone Parish when booking private events.

**Cancellations:** For 'one-off' bookings, payment is due at time of booking and is non-refundable.

If hiring is on a sessional basis invoices are issued, and must be paid, at the end of each month. Notice of cancellation of sessional bookings should be at least 36 hours in advance of the booking, or the fee will still be payable.

Payment by bank transfer: **Acc.00763671 Sort Code 30-96-23**

Please make cheques payable to: **Belstone Village Hall**

**Please sign and return form to:**

Sharon Cooper (Hall Manager) hallmanager@belstonevillage.net
The Paddocks, Belstone, Okehampton, EX20 1RD Telephone Number: 07971 493427

Amount to pay

**By signing this form, you are agreeing to the terms and conditions on the following pages. Please read them carefully.**

Signature

Date

# Belstone Village Hall (Registered Charity no. 300761)

www.belstonevillage.net hallmanager@belstonevillage.net

## Terms and Conditions of Hire

- The Hall is licensed for use until 12 midnight (Monday to Thursday), to 1.00am (Friday and Saturday) and 11.45pm (Sunday). At these times, the Hall must close completely with all guests off the premises. **Music, Singing and Dancing must finish one hour before the vacation times.**
- It is against the law to smoke, vape or use e-cigarettes anywhere inside the building. We also ask that you do not vape inside the building. **Smoke machines are not permitted as detectors are fitted throughout the building.**
- The use of illegal drugs is strictly prohibited in the hall or on its surrounding grounds. It is the responsibility of the hirer to enforce this.
- Many of our hirers make their own catering arrangements and, to this end, our kitchen facilities are available to you. Please follow the food preparation guidance, which is displayed in the kitchen. **No animals are to enter the kitchen at any time.**
- All refuse, food and food waste are to be removed from the main hall and the kitchen. Black bin bags and food waste caddy bags are provided for your use, and we ask that you please take all your refuse home.
- Please ensure that the Hall is kept in the best condition for other hirers.
- No candles are allowed, except tealights which must be placed in appropriate glass holders. **Please do not fix anything to the walls, doors or woodwork.** However, you may find it helpful to hang items from the picture rails.
- The Hirer or the designated ***TEMPORARY RESPONSIBLE PERSON*** must be conversant with the location of the First Aid kit and Firefighting equipment, be fully aware of the Evacuation Procedure attached, and make sure it is communicated at the start of the event.
- **Accidents must be recorded in the Accident Book, located just inside the kitchen, on the worktop on the left, and reported to the Hall Manager within 24 hours.**
- For your own safety, please ensure that any Entertainer/DJ/Band booked carries Public Liability Insurance, and that all electrical equipment is 'PAT' tested.
- The Hall is heated by electric heaters which are remotely controlled; please liaise with the Hall Manager before your event to agree what heating you require. Additional heating is available, in the form of plug-in free-standing heaters; again, please liaise with the Hall Manager, if you think you may need the use of one of these. Please ensure they are turned off when not in use and check that they are off at the end of your event.
- The Hall has 105 plastic chairs, 16 upholstered chairs with arms, 10 medium rigid tables, 11 long folding tables and 10 half-size folding tables. The kitchen has a large commercial cooker with hob, separate grill, warming oven, fridge/freezer, commercial dishwasher, microwave, plates, mugs, cups and saucers, cutlery, 2 free-standing urn, 2 filter coffee machines and 2 electric kettles. Please do not empty the urns while they are hot - leave them for the Manager to empty when they are cold.
- Stage lighting is available for hire – please ask the Hall Manager for details.
- The Hall has a very good sound system into which you can plug Android or IOS devices or use Blue Tooth. If you wish to use this at your event, please ask the Hall Manager for details.
- The Hall has a good WiFi connection for users of the Hall.

## Use of Premises

**The Hirer shall not use the Premises for any purpose other than that described on the Booking Form and shall not be sub-hired or used for any unlawful purpose. The upstairs area is private and not for hire.**

- the MAXIMUM PERMITTED CAPACITY of the Hall is 180 or 100 if seated

If setting out the Hall with 'theatre style' seating:

- There must be a gangway down the middle of the Hall and a gangway on at least one side of the Hall
- The minimum gangway width must be at least the width of two chairs
- Chairs must be linked together with the fittings that are already attached to each chair
- The gap between rows must allow easy passage for exit in case of emergency
- **It is essential that fire doors are left clear at all times**

### Licences

The Village Hall is licensed for the public performance of plays, films, live and recorded music.

**If alcohol is to be sold at the event the Hirer is responsible for applying and paying for, for a Temporary Event Notice (T E N) from West Devon Borough Council.**

### Safeguarding

The Belstone Village Hall Management Committee takes its Safeguarding responsibilities extremely seriously. The Hirer is responsible for ensuring that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons, in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. If requested, you must provide the Hall Manager with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS).

**The hiring agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.**

**If you have any queries, please contact the Hall Manager**
**Sharon Cooper**
**07971 493427** hallmanager@belstonevillage.net

# BELSTONE VILLAGE HALL
# EMERGENCY EVACUATION PROCEDURE

## To be communicated by the Hirer to everyone attending the event

- **In the event of discovering a fire, press the fire alarm button situated by the exits.**
- **Call 999.**
- **On hearing the alarm, evacuate the building.**
- **Only stop to use fire extinguishers if needed to enable your exit. They are are located in:**
  **Main Hall, to the right of the bar entrance**
  **Kitchen, beside the cooker and beside the fire door**
  **Meeting Room, between the window and the door**
  **At the top of the stairs**
- **The emergency exits from the main hall are located to the left of the stage, through the kitchen and through the Meeting Room. All are indicated by green and white Exit signs**
- **Leave the Hall by the nearest safe exit door. If safe to do so, ensure that all windows are closed.**
- **Last person out to close the doors but do not lock them.**
- **DO NOT STOP to collect personal belongings**
- **FOLLOW the green and white exit signs and make your way across the road to the public car park which is our assembly point.**
- **DO NOT re-enter the building until authorised to do so by the Emergency Services.**
- **The Hirer to contact SHARON COOPER – HALL MANAGER on 07971493427.**