

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; £7 per hour, thereafter.

Any extra hours for setting up and clearing up are charged at £7.00 an hour and must be stated on the booking form.

Meeting Room: £7 for the first hour; £4 per hour, thereafter

Bar: £10

Kitchen: Negotiable with booking clerk, depending upon level of use – minimum £10 maximum £30

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

Cancellations: For 'one-off' bookings, payment is due at time of booking and is non-refundable, unless a minimum of 4 weeks' notice is given.

If hiring is on a sessional basis invoices are issued, and must be paid, at the end of each month.

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 (Manager & Booking Clerk) 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 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 110 plastic chairs, 18 upholstered chairs with arms, 10 medium rigid tables, 10 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, a Burco free-standing urn, 2 filter coffee machines and 2 electric kettles. **Please do not empty the urn while it is hot - leave it for the Manager to empty when it is 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. 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.

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

- On hearing the alarm, evacuate the building.
- Only stop to use fire extinguishers if needed to enable your exit. They 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.

EMERGENCY PLAN FOR THE TEMPORARY RESPONSIBLE OFFICER

As the responsible person for the event, you have legal responsibilities with regard to the safety of all those assisting or attending the event.

Before the event you should be aware of:

- ❖ What fire protection systems are present and ensure that they are free from obstruction
- ❖ How a fire will be detected
- ❖ What you should do if a fire is discovered
- ❖ How the evacuation of the premises should be carried out
- ❖ Where people should assemble on leaving the premises, and the procedures for checking whether the premises have been evacuated
- ❖ Identification of key escape routes and exits, how people can gain access to them and escape to safety
- ❖ Arrangements for fighting fire
- ❖ How the Fire and Rescue Service will be called
- ❖ Procedures for meeting the Fire Service on their arrival
- ❖ What instructions employees and/or helpers need
- ❖ Limitation on the numbers of people – the **MAXIMUM PERMITTED CAPACITY** of the Hall is 200 or 150 if seated

BEFORE THE EVENT YOU SHOULD DECIDE:

- The arrangements for means of escape for disabled people
- The arrangements for the safe evacuation of people identified as being especially vulnerable such as children
- Who will be responsible for calling the emergency services
- Your plans to deal with people once they have left the premises, especially the vulnerable.

AT THE START OF THE EVENT, YOU MUST NOTIFY THOSE PRESENT:

- No smoking or vaping inside the premises
- The emergency warning signal

- Who is in charge and how to identify them
- Location of exits and escape routes
- Location of muster points