

## **CREETING ST MARY DIAMOND JUBILEE HALL - BOOKING FORM**

Name of Hirer .....

Function .....

Date of Function .....

Time and period of Hire .....

Address of Hirer. ....  
.....  
.....

Telephone numbers (home and mobile) and email address of Hirer.  
.....  
.....

I agree to comply with the conditions of hire for Creeting St Mary Diamond Jubilee Hall and  
enclose £ ..... deposit/ full fee.

SIGNATURE OF HIRER .....

### **Creeting St Mary Diamond Jubilee Hall Booking confirmation**

We are pleased to confirm your booking for the Village Hall on

.....the.....of.....

Time .....to.....

For a .....

Keys are available from Richard Hyde, 35 All Saints Road, Creeting St Mary. IP68NF

The Hire Cost, payable to the booking secretary is £..... including electricity.

Received with thanks

Signed ..... Date .....

Booking Secretary

*If the hirer wishes to cancel the booking before the date of the event and the committee is unable to conclude a replacement booking the question of the payment or the repayment of the fee shall be in the discretion of the committee.*

## CREETING ST MARY DIAMOND JUBILEE HALL CONDITIONS OF HIRE

### 1) General:

- a) All bookings are entirely at the discretion of the Management Committee
- b) Age of Hirer: The person to whom the Hall is let must be aged 21 years or over.
- c) A deposit of £200 may be required 1 (one) month in advance of the booking date for parties, large functions or gatherings. It will be refunded if extra cleaning or any remedial works after the booking are not needed - see also Conditions 11 and 12 below .
- d) Hirers **must** ensure that no illegal or unlawful substances are present on the Diamond Jubilee Hall premises. Hirers **must** also ensure that no alcohol is available to or supplied to persons under 18 years old.

### 2) Safeguarding Children, Young People and Vulnerable Adults

Under the Child Protection Act we are obliged to advise that the safety of children, young people / vulnerable adults whilst involved in events organised by the Hirer, is the responsibility of the Hirer:

Hirers must meet robust standards for child protection:

Hirers must have a minimum of 2 adults supervising at all times.

Hirers must have plans for dealing with lost children.

Hirers should seek parental consent for activities planned for hard patio area.

Hirers should identify potential hazards and appropriate control measures.

No liability will be accepted by the hall management committee through failure to do this.

### 3) Hirer's Public Liability Insurance

Our advisers recommend that clubs/organisations involving children and young people/vulnerable adults should arrange public liability insurance for their activities. Established groups (e.g. schools) will be expected to have their own insurance. For ad hoc groups and individuals who would otherwise find it difficult to access insurance at a reasonable price, Creeting St Mary Diamond Jubilee hall management committee has taken out Hirer's Liability cover which is free to the Hirer and bears an excess of £100 per claim. Hirers are held responsible for covering the excess in the event of a claim.

### 4) Booked Times

Keys are for use only during booked times. Hirers are advised to book the Hall to allow for setting up before and also for clearing up after. This will ensure that there are no clashes with other bookings. All functions must cease by the time shown as 'end of hire' time. If for any reason more time is required on the day the Hirer must advise the Booking Secretary promptly to check if the Hall is available. We are a charitable organisation and need to cover our operating costs and we will advise the Hirer of any additional cost for additional time used over and above the agreed booking times. Hirers are NOT allowed to transfer booked slots to other Hirers.

### 5) Cancellations

If the Hirer cancels a booking and the Management Committee is unable to re-let the Hall, the Hirer may be responsible for the full hire charge.

### 6) Sale of Intoxicating Liquor

The Hirer must advise the Booking Secretary promptly when planning to obtain a licence for the sale of intoxicating liquor on the premises.

If you wish to hire the bar or sell alcohol during the hall booking ( this includes cases where the ticket price of the event includes the cost of alcohol or it is "by donation" ) you need to contact the council for a Temporary Event Notice (TEN)

The process of applying is formally known as 'serving' a Temporary Event Notice.

You must be at least 18 to apply for a TEN. You must apply at least 10 working days before your event.

You will have to pay a fee of £21.

You must send a copy of the TEN to the police at least 10 working days before the event. If you apply online, the council will contact the police for you.

The date of submitting the TEN and the day of the event are not included in the total number of working days before the event.

You can only apply for a TEN as an individual, not an organisation.

You must keep your TEN in a safe place where the event is held.

You must also display a copy of the notice where it can be easily seen.

The issuing authority for this licence is Mid Suffolk District Council and you can contact them using the details below.

<http://www.midsuffolk.gov.uk/business/licensing/licensing-act-2003-alcohol-and-entertainment-licensing/application-and-guidance/>

#### 7) Hirers Use of Copyright Music

Users of the hall who run classes as an earned income must carry their own separate licence for use of copyright music.

#### 8) Discos and Parties

a) Any amplified music must have the prior agreement of the Management Committee. Discos are permitted for children's parties up to 8pm. Bouncy Castles and hard balls are not permitted inside hall building.

b) Bookings for parties for 18 year olds can only be accepted and the function held with the prior agreement of the Management Committee. It is a condition that the person making the booking and the 18 year old must be resident within the Parish of Creeting St Mary

c) Bookings for parties for 16 year olds and 17 year olds may in the absolute discretion of the Management Committee be subject to similar requirements as for 18 year olds.

#### 9) Heating -

There are two small keys attached to the front and back door keys. These are to be inserted and turned in Switch Box on the left hand wall in the cupboard to the right of the front door in the foyer if heating is required. One switch is for Hall, Kitchen and inner corridor heating. The other switch is for Bar, Lounge, inner corridor and Pool rooms. The keys are identical so use either .

10) A copy of the public entertainments licence, granted by Mid Suffolk District Council, is displayed on the notice board in the main hall; as are the Fire Regulations. These must be read and complied with.

#### 11) Hirer's Responsibility for Damage/Cleaning

Hirers must report any damage to the building, its furniture and fittings, and outside equipment when used, however caused, to the Bookings Secretary.

The Hirer is also responsible for ensuring the facilities are clean and tidy so that it is ready for use by the next hirer.

Please do not use sellotape, sticky-tape, nails or pins etc. Only Blue-Tac (or similar) is permitted.

#### 12) Clearing Up After

The Hirer must ensure the facilities are left ready for use by the next Booking:

the hall forecourt, car park and surrounds must be left clean and tidy

any equipment and furniture used must be put back in its correct place

the floor must be swept and any rubbish generated removed

any spillages on the main hall floor must be cleaned up using a mop from the cupboard in the front lobby and plain water . No detergents must be used on this oiled floor

The toilets must be checked to be in a good, clean condition. in particular, please ensure that all taps are fully turned off.

Any refuse generated (bottles, left-over food etc.) must be taken away

#### Note

**Recyclable material, such as cans, bottles, plastic items should not be left by the bottle bank or recycling bins which are to the left of the jubilee hall as you face it. Recyclable material should be sorted and put in the bottle bank if glass or the green lidded bins if non- glass., if not taken away**

All lights and heaters must be switched off. NB the water heater switch for kitchen sinks is to the right of the window. Please specifically check to ensure that none of the power sockets either in the main, hall, lounge or kitchen have been left in the "on" position

ensure that the main power switch (red and immediately above the dishwasher) to the dishwasher is switched off and the machine has fully emptied of water.

the Management Committee will invoice the Hirer for costs to clean up if this is necessary.

**13) Securing the Hall**

Having cleared up, the outgoing Hirer must secure all windows and external doors, and carry out final Fire Safety checks before leaving the hall. *Please ensure that all fire doors are left fully closed and not "wedged" open.*

**14) Returning keys**

Having secured the hall, the Hirer must return the keys to the Booking Secretary or as directed.

**15) First Aid**

There is a First Aid Box in the Kitchen. Please record accidents in the Accident Book which accompanies the box.

**16) Electrics**

Should there be an urgent need to switch off the electricity supply, the fuse box can be found in the cupboard in the front lobby. In the case of problems please advise the Booking Secretary.

**17) Kitchen Equipment Facilities include:**

Cooker with Oven and Hob; Fridge; Freezer; Microwave; Electric Kettles; Tea Urn; Dishwasher.

**18) Main Hall Floor - this is an oiled oak floor suitable for dancing. Please NO Stiletto heels.**

**19) Tables and Chairs - tables and chairs are stacked in the store off the main hall**

**20) Maintaining Safety & Order (Local Government Licence)**

The Hirer must be in charge of the function during the whole period of the hire and:

- maintain order and good behaviour in the Hall at all times
- take all responsible precautions for the safety of the public, performers and employees on the premises
- keep noise within a reasonable level

The number of persons in the Hall at any one time shall not exceed:

- All dancing 180
- All seated at tables 100
- Mixed tables and dancing 80
- All seated for concert/theatre performance 180
- Lounge - all activities 50

For large events (greater than 100 people) the hirer must appoint a steward to be responsible for fire safety.

The Management Committee accepts no responsibility for any loss or damage to property or injury to persons arising from improper use of the Hall and equipment.

**21) Food Environmental Health Guidance for users of the Village Hall kitchen and catering facilities**

a) Persons handling food must:-

- i. Cover cuts with waterproof dressings.
- ii. Wash hands after using the WC.
- iii. Wear clean, protective clothing.

b) Smoking is not permitted in any area of the Hall.

c) Do not use cracked or chipped crockery.

d) Keep food covered to protect from flies, etc.

e) Keep 'high risk' foods in chilled storage to as near the time of the function as possible. No such foods must be brought to the Hall more than 4 hours from the preparation time of the food items, ( e.g. Cooked meats, poultry, fish, dairy products, salads, etc.). There is a small fridge and a freezer in the kitchen.

f) Keep cleaning chemicals separate from food.

g) Use the Surface Sanitiser spray provided to clean food and hand contact surfaces.

h) Please note that drink is classified as a food.

i) **Please bag all rubbish, apart from recyclable items, particularly left over food and take this home**

22) If the hire includes use of a marquee, it is **essential** that the marquee is fully dried before it is folded and returned

**23) Fire-Safety Procedures**

**HIRERS MUST BE FULLY AWARE OF FIRE SAFETY CHECKS AND PROCEDURES**

There is no telephone on the premises. It is advisable that Hirers carry a mobile phone when using the Hall.

Hirers are responsible for checking that the premises are safe before allowing other members of their group to use the premises.

**NOTE:**

**Location of Fire Exits**

All emergency exits are identified with standard emergency light above emergency exit.

While the Hall is in use all Fire exit doors must be kept clear and secured only in such a manner that they can be opened immediately and easily from inside the hall.

**Location of Fire Alarms**

There are four fire-alarm call-points:

- (i) in the foyer
- (ii) near the rear Emergency Exit in the main hall.
- (iii) in the lounge to the left of the bar
- (iv) in the kitchen next to the back door

**Location and Operation of Fire Extinguishers**

Fire Extinguishers are situated in the main hall (water and foam), in the kitchen (carbon dioxide) and in the lounge (foam).

**Actions for persons discovering a fire**

Shout "Fire" and Sound the Alarm - by pressing the nearest alarm point (Foyer, Main Hall, kitchen and bar)

The Nominated Person (Steward) should call the fire brigade - Dial 999 and give location of fire as Creetting St Mary Diamond Jubilee Hall Village Hall - IP6 9NF

Attack the fire only if it-is-safe to do so - with nearest appropriate appliance.

**Actions on hearing fire alarm**

The Hirer is responsible for evacuation of building

Leave the building by the nearest safe exit and assemble in the car park ( Fire Assembly Point) at the front of the hall.

Do not stop to collect personal belongings

Close all doors behind you

Safe evacuation of anyone with disabilities or specific needs via the front door ramp or via the main hall rear exit using the ramps hanging on the wall outside the exit.

Check no-one is left inside the building e.g. in the toilets

Check everyone is accounted for at Fire Assembly point

**Report to the Trustees**

Report the incident to the Trustees by calling the Secretary: 01449 722570 or Chairman: 01449 720324. Leave a message if there is no reply.

**Upon arrival of the Fire Service**

The responsible person should meet the officer in charge and relay as much information as possible about the incident: Persons missing or trapped in the building, where and when they were last seen.

Where the fire is, what it involves, and how big it is.

Where the building services are (electricity and water) if these have not already been isolated.

The electricity isolation switch is in the cupboard in the front entrance foyer.

Any hazards In the building which may affect the safety of fire fighters.

Any other information which may be useful.