



## Church Broughton Community Hall

### Booking Request Form / Terms and Conditions of Hire

Please read the following information in the interest of the safety of all hall users.

#### **1. Applying to hire the Main Hall (former schoolroom):**

a) To request a booking please complete page 4 of this form. Forms can be collected from the hall where they can be found on the main noticeboard or by downloading a copy from the Church Broughton website at <https://www.churchbroughton.com/community-hall/bookings-for-hire-of-main-hall/>

The hall costs £8 per hour to hire and set up and clearing away time needs to be included in the total number of hours you wish to hire the hall. Meetings held on behalf of the parish council and associated subgroups, for the benefit of the community, will be free of charge.

The hall is open during the shop opening times: Monday to Friday 9-10am and 3-4pm; Saturdays 10am-4pm

Completed forms should then be posted in the black letter box located outside the Community Hall on the left as you approach the main hall doors.

Your request will be acknowledged within 3 working days. You will be contacted by a member of the Community Hall team to confirm your booking, please acknowledge this confirmation. If your requested date and time is not available an alternative will be offered.

**NB. The booking is not guaranteed until this confirmation process has been completed. Please make sure your contact details have been entered in full on the form.**

**Payment - All payments for hiring the Community Hall will be via BACS. You will receive an invoice after your event via email with payment details.**

b) All applications must be made by a responsible adult. All activities must be supervised by a responsible adult for the duration of the activity who will also oversee the unlocking and locking of the premises before and after use.

c) The right to refuse any application for the use of Hall facilities is reserved by the Management Committee. No under-age consumption of alcohol is allowed at any event in any circumstances. Events with amplified music will be considered on a case-by-case basis.

d) Hirers of the hall will have exclusive use of the hall except if disabled access is required when the shop is open. All other shop users should use the chapel door. Access may also be required by shop staff to the kitchen and toilet.

**2. Hours of opening:** The Hall is available to hirers between the hours of 9.00am and 11.00pm, seven days a week.

**3. Maximum capacity:** The premises including former schoolroom and former chapel have a maximum capacity of 60 persons. On no account shall this figure be exceeded.

**4. No smoking:** There shall be no smoking anywhere on the premises.

**5. Safety and fire regulations:** Nothing shall be done which will endanger the users of the building and its contents. Serious breaches of these requirements may result in termination of hire. In particular:

a) Fire exits must be kept clear at all times. Obstructions should not be put in front of fire extinguishers or emergency signage.

b) All users are expected to ensure they are familiar with all building exits in case of emergency

c) Fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose.

d) In the event of discovering a fire raise the alarm by shouting 'fire' and ensure everyone leaves the building immediately via one of the marked fire exits. The assembly point is the pub car park under the Holly Bush sign. No one should re-enter the hall until told it is safe to do so by a fire officer.

e) The Fire Brigade must be called to any outbreak of fire, however slight and details of the occurrence shall be given immediately to any of the management committee listed.

f) Risk assessments must be completed for all activities by the adult responsible for the booking or for the supervision of the activities. Risk assessment must consider escape from the building in the event of fire including any attendee with a known disability.

g) Hirers shall not bring or use flammable gases or liquids in any part of the premises. No candles or oil lamps shall be used by hirers on the premises.

h) The First Aid box and the Accident Book are located in the kitchen. It is the responsibility of the hirer to deal with any incidents when they occur and complete the accident book accordingly. Contact details for the **Village Emergency Telephone System** can be found on the noticeboard. There is a defibrillator located nearby in the telephone box opposite the pub.

i) All electrical equipment brought into the building shall be in good order and have been visually checked by the user as fit for use. The intention to use any electrical equipment needs to be recorded on the booking form.

6. **Security:** In the interests of safety, for example in the presence of young children, external doors should be kept closed. Doors must be locked after use and the key returned to the Key Safe.

7. **Safeguarding:** hirers of the hall must comply with the Community Hall Safeguarding policy found on the Church Broughton.com website [www.churchbroughton.com/community-plan-home/](http://www.churchbroughton.com/community-plan-home/). Specifically, in relation to **Safety of Young Children:** Children's groups will require that the relevant provisions of the Children Act 1989 and any conditions required by the Department of Health and Social Care are complied with and in the case of all hirers, it is the responsibility of the organisers of the activities concerned to ensure that only fit and proper persons have access to young children, and that such persons shall at all times be in attendance during the activities concerned.

8. **Food Handling:** All hirers must be aware of and comply with all current Food & Drink Handling regulations. This includes where external caterers are employed.

9. **Alcohol:** The Community Hall is not licensed for the buying or selling of alcohol and therefore no alcohol is permitted to be bought or sold on any part of the premises, unless the hirer has obtained a Temporary Event Notice (TEN) from South Derbyshire District Council covering the hire period. Applications for events which provide alcohol free of charge, to be consumed on the premises by persons over the age of 18, will be considered by the Management Committee on a case-by-case basis.

10. **Music in the Hall:** Hirers must ensure that noise levels do not disturb local residents and also respect the peace of the surroundings outside of the hall.

Private parties must end by 7pm

It is the responsibility of any independent user group which uses recorded music in its activities to check whether it requires a Public Performance License (PPL) and if so, to obtain one.

11. **Betting, Gaming and Lotteries:** Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries and persons or groups responsible for functions held in the Hall shall ensure that this ruling is adhered to. The Hall does not hold licenses for such activities.

12. **Storage:** Goods or equipment should not be stored at the hall without prior consent and is done so at the owners' risk.

13. **Equal opportunities:** The Hall shall be open to all local residents within the Parishes of Church Broughton and Barton Blount or those with a close association with Church Broughton village such as members of the school, church or social groups, regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

14. **Posters:** Posters and similar material must only be posted on designated areas as agreed at the time of booking. Material must not be fixed directly to the walls.
15. **Power Consumption:** all reasonable steps should be taken to minimise power consumption especially in the winter. For example:
- a) External doors and windows to be kept closed as much as reasonably possible while the heating is on, warm clothes are recommended. It is accepted that ventilation is important especially if the hall is full of people, and therefore it is considered reasonable to open the window in the main hall as required.
  - b) Heating Installations: all heaters must be switched off before vacating the premises - the building must not be left unattended with the heating switched on.
  - c) Lighting: All lights must be switched off before vacating the premises.
16. **Facilities:** The kitchen is shared between the Main Hall and the Hub which is based in the former chapel space. Access to the kitchen for the Hub personnel through the Main Hall should be maintained unless agreed otherwise for the period of hire of the Main Hall. There is a single outside toilet which is accessed through the back door of the kitchen. The key for the toilet is hanging on the door in the kitchen and must be returned after use.
17. **Loss of property:** The Management Committee cannot accept responsibility for damage to, or loss, or theft, of hirer's property and effects.
18. **Car Parking and access:** The Community Hall is located on an unadopted road with restricted access and therefore specific car parking facilities are not available. Please be mindful if arriving by car to ensure any vehicles are safely and legally parked in the surrounding vicinity. ***Parking on Chapel Lane is NOT permitted for users of the hall without the prior express permission of the Management Committee.***
- For those with a disability or for delivering/collecting heavy or bulky items picking up/dropping off at the front door of the premises is permitted.
- Blue badge holders can be allocated parking, if available, with prior permission of the Management Committee.
- Care should be taken when entering or exiting the building from Chapel Lane due to the uneven nature of the road surface.
- Please do not block Chapel Lane, as access is required by residents at all times.***
19. **Cleaning and Security:** Hire of the hall is subject to the user accepting responsibility for setting out required furniture and equipment, returning everything to their original positions and for securing doors and windows of the premises. All lights must be turned off prior to leaving the premises. The premises will be checked by a CBCH representative at the end of the hire period. All users shall also leave the premises and surrounds in a clean and tidy condition. Failure to do so will incur additional charges. Equipment is provided in the under-sink cupboard in the kitchen for cleaning up spillages.
20. **Waste Disposal:** All users of the Hall are required to remove all waste materials from the premises on conclusion of the hire period and dispose of them in the appropriate bins outside the hall. Failure to do so will incur additional charges.
21. **Breakages/Damage:** All breakages or damage to fittings, fixtures and equipment belonging to Church Broughton Community Hall must be reported via the FAULT/DAMAGE REPORTING BOOK located on the main noticeboard which will be checked regularly by a member of the Management Committee.
22. **No animals:** For health and safety reason no dogs (except Assistance Dogs where required) or other animals are allowed on the premises at any time.
23. **Cancellation:** Refunds will be offered at the discretion of the management committee in the event of cancellation.

## Booking Form

This must be completed and signed by the person hiring the hall who will have read and understood their responsibility in upholding the attached terms and conditions of hire.

**Please post this completed page into the black post box on the left-hand wall as you approach the Main Hall Entrance, a member of the management committee will collect it and contact you within 3 working days to confirm your booking either by phone, WhatsApp or email - please acknowledge receipt of the confirmation.**

Pages 1 to 3 inclusive to be retained by the person hiring the hall.

<b>Booking information required</b>	
Name of Person making the booking	
Telephone Number	
Email Address - Required	
Purpose of booking eg. Meeting, private party, funeral wake, christening etc.	
Will electrical equipment be brought in and if so, what is it and is it in safe working order?	
Date and time requested: For multiple events in one month please list all required dates and times on this one form. Please continue on the reverse of this form if necessary	
Duration of booking including setting up/tidying away time:	
Total amount of payment due: for multiple events please continue on the back of this form if necessary £8/hour, £4/½ hour, £2/¼ hour	
Signed by hirer:	

**For office use:**

Date form received	Date conformation sent	Date conformation acknowledged	Date invoice sent