



ILSINGTON VILLAGE HALL - BOOKING FORM

I would like to hire	The main hall	The meeting room	The hall and meeting room
Please include set up time	£11 per hour	£8 per hour	£18 per hour
For	hours		hours
Date(s):			
Start time:		End time:	
Purpose:			

Name:	Address:
Telephone:	
Email:	
I am over 21:	Post code:

Named safety steward (over age of 21):	
I require a license for the sale of alcohol:	No
The named licence holder will be:	

I have read and agree to the terms and booking conditions below.
I am over 21 years of age and understand once accepted by the booking clerk this is a legal and binding agreement.

Signed _____ Date _____

**Please return this form electronically, to: ilsingtonvhbookings@gmail.com
Payment to be made following an emailed invoice from our treasurer, including BACS details.**

At the discretion of the bookings clerk, we may ask for a deposit which will be deducted from your final invoice.

The village hall holds a license for the pursuance of live and recorded music, dance and film from 8.00a.m until midnight. To fulfil the fire safety requirements of this licence all hirers must give the name of a steward who must be over the age of 18. They will be responsible for the evacuation of the building in the case of an emergency and will be responsible for locating fire exits and ensuring the evacuation of those with limited mobility or other disability is considered if required. He/she must also ensure, as is reasonably possible and without endangering life, that the evacuation of the hall is complete. It is recommended that this person does not consume alcohol immediately prior to or (if available) at the function.

The sale of alcohol is not permitted unless a licence is obtained – the hirer must not apply for a licence unless this is agreed with the Bookings Clerk on booking, who will then advise the hirer how to apply for the licence. The license holder for the sale of alcohol must also be named on this booking form.

Conditions of hire. Upon signing this form, it is understood you have read and agreed to the booking terms and conditions.



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ILSINGTON VILLAGE HALL - MANAGEMENT COMMITTEE - CHARITY No 30087

BOOKING CONDITIONS FOR HALL AND CAR PARK USERS.

The acceptance of these conditions constitutes a legal agreement of hire.

Rental – Main Hall £11.00 per hour, Meeting room, £8.00 per hour. Combined hall and meeting room £18.00 per hour (including lighting, hot water and use of the car park for the period of hire). Any extra usage will be charged at £18.00 per hour.

Key - Hall key held at Ilsington Village Shop, [Ilsington Village Shop](#) If you require the key outside of shop hours, please arrange with the booking clerk at the time of booking as to the location and availability of the key.

Electricity – The meter is located inside the wooden cupboard along with light switches –£1.00 coins are required for overhead heating, wall heaters and kitchen cooker.

Payment - Payment is by invoice using BACS, a deposit may be required for some events. Full payment of rental and a deposit of £50 will be required prior to a letting for hirers aged under 21. This is at the discretion of the bookings clerk.

Advertising - You may advertise your event on the notice board outside. Events involving live or amplified music must cease playing at midnight.

Fire precautions - Locate fire extinguishers and note where fire exits are. Our fire regulations state 70 maximum number seated theatre style and maximum 100 for bistro style and standing.

Tables & Chairs - Stored in the left hand of the three cupboards at the end of the hall. There are 13 trestle tables and 16 Square tables. Chairs are stored on trolleys, please release brakes before moving and follow storage instructions.

Kitchen equipment: - Fire blanket; First aid box (including accident forms), 120 side and 120 dinner plates, 120 cups, 90 mugs, pint, half pint and wine glasses. Wall mounted kettle; tea towels, teapots, electric oven with ceramic hob, fridge/freezer; dish washer; cutlery; serving hatch.

Please leave all heated water on.

PLEASE CLEAN and TIDY AFTER USE. Those under 16 years of age are not permitted to access the kitchen area.

Parking - There is ample parking behind the Hall. Outside lights should operate automatically. Other uses of the car park are at the users own risk and the management committee must be informed if users intend to skateboard etc in the car park. The car park is for your exclusive use during the period of hire (unless specifically agreed before the hire period).

Footwear - Stiletto shoes or boots must not be worn. All muddy shoes to be removed.

Dimensions - Hall height 3.2 m (however lights drop 0.2 m below this), length 10.6 m, width 7.6 m

Breakages - Please note all damage, breakage and theft of village hall property and property of other Hall users must be paid for and will be included in bill or deducted from your deposit. The hall is regularly inspected. Any lettings for use by under 21s require a responsible adult steward to remain at the village hall during hire. The hall is situated in a residential area, please be sensitive to outside noise levels. Please sweep the hall after use and place recycling in the crates and full rubbish sacks inside the wheelie bin - or even better, take your rubbish home with you!

Refuse – please use the black wheelie bin and recycling facilities at the hall. Please do not overfill and we ask that you take any excess refuse home with you.

GDPR - Booking forms are kept for three months after hire, then are destroyed. Personal data from individuals making bookings is held securely, and only used for the purposes of making hall bookings. The premises have access and suitable toilet facilities for disabled users. The Management Committee encourages hirers of the hall to consider the needs of disabled people.

Smoking in the hall is not permitted.

Please leave the village hall as you would wish to find it - thank you.



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Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.

SC1: You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, using the hand sanitiser supplied when entering the hall and after using tissues. It is always advisory that all attendees wear face masks. Where this is not possible face masks should be worn when people are moving around the premises.

SC2: You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

SC3: You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving.

Please take care cleaning electrical equipment. Use cloths - do not spray!

SC4: You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

SC5: You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6: You will ensure that no more than 120 people attend your activity in the main hall and the meeting room, in order that social distancing can be maintained. **You will record the names and contact details of any attendees.** You will ensure that everyone attending maintains social distancing while waiting to enter the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, should be kept as brief as possible. You will make sure that no more than one person uses the toilet area at one time.

SC7: You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present.

SC8: You will position furniture or the arrangement of the room as far as possible to facilitate people being able to move in a socially distanced way.

SC9: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided in the black wheelie bin before you leave the hall.

SC10: You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in the dishwasher, dried and stowed away. The use of tea towels is not permitted. Please follow the guidelines on the use of the dishwasher.

SC11: We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you



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or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC12: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is the hall carpark. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home.

Inform the bookings clerk on ilsingtonvhbookings@gmail.com.

SC13: Other special points as appropriate.

Where a group uses their own equipment: You will ask those attending to bring their own equipment and not share it with other members. You will ensure that any equipment you provide is cleaned before use.