

Gidleigh Village Hall Tariff and booking form (2019)

Instructions:

1. Check the 'Diary' on the website to make sure the dates you require are available. Only the empty squares are available. If there is a coloured bar running across the date, it is booked.
2. Print out and read this document. Pay careful attention to matters of NUMBERS and INSURANCE and LICENSING (provision of alcohol). It is a contract that must be signed and delivered before you can use the Hall.
3. From the Tarriff 2019 form overleaf, work out the payment due to Gidleigh Village Hall.
4. Fill in the booking form with the relevant details. Please specify if you do not wish your name to appear in the 'Diary' section of the website. Please specify arrival times and departure times, as far as you can.
5. Sign the booking form and send it together with *payment in full* (see the Tariff 2019 form for instructions on payment).
6. When your signed booking form and the payment has been received, your booking will be uploaded onto the website – and the booking is *only confirmed if it is in the online diary*. Please check to see that your booking is confirmed and contact us if it does not appear.

TARRIFF 2019

Rates are shown *per session* and are for the use of the whole of the Hall

A session is either: Whole morning
 Late morning, lunchtime and early afternoon
 Whole afternoon
 Evening

		Resident	Non-Resident
Sunday	Day-time session	£65.00	£75.00
	Whole day and evening	£110.00	£125.00
	Evening	£65.00	£75.00
Monday-Thursday	Day-time session	£60.00	£70.00
	Whole day and evening	£75.00	£100.00
	Evening	£45.00	£65.00
Friday	Day-time session	£50.00	£65.00
	Whole day and evening	£125.00	£135.00
	Evening	£70.00	£80.00
Saturday & Bank Holidays	Day-time session	£65.00	£75.00
	Whole day and evening	£135.00	£150.00
	Evening	£70.00	£80.00
Sale of alcohol		£50.00	£60.00
Overnight stay – people are allowed to sleep overnight in the hall; moreover the lawn makes for a wonderful campsite.		£80.00 per night for a maximum of ten people, with an extra £15.00 per person over and above ten people.	
2 or more consecutive weekdays		£80.00 for whole day	
Regular weekday bookings		£60.00 for whole day	
Permission to erect a Marquee		£140.00	

Weddings and big parties/celebrations:

Special rates apply for weddings and big celebratory parties. These rates cover the use of the hall for the whole day, either weekend or weekday, plus the preceding afternoon for preparation and the following morning for clearing up. The rate is £700 for couples from outside Gidleigh and Throwleigh, and £350 for parishioners.

Deposit:

A deposit cheque of £100 is required for all normal bookings, with £500 for weddings and big parties on Friday and Saturday nights. This deposit cheque will not be cashed, except in the event of any breakages or damage discovered after inspection of the Hall on completion of the hire period, and if the hall is left clean and tidy as set out in Special Condition 9.

...cont. overleaf

Payment:

A cheque for the full amount of the fee is payable immediately to secure the booking. Please enclose 2 separate cheques, one for the deposit and one for the fee, both payable to 'Gidleigh Village Hall', along with a completed and signed copy of the Gidleigh Village Hall Hiring Agreement which follows hereafter. Please note - your booking is only confirmed when it appears in the online diary.

Alternatively, to pay by BACS, tick the appropriate box on the booking form to confirm that you have paid into our account via BACS with the name on the booking form as your payment reference.

Any bookings cancelled at least 28 days prior to the commencement of the booking will be refunded ONLY to the extent of 50% of the booking fee.

Your booking will not be made until payment and the completed, signed form (a contract that we are legally obliged to hold) is received.

Please note that your booking is not confirmed until it appears in the online diary.

With thanks for your custom – we rely on your bookings to maintain and improve Gidleigh Village Hall, which is run entirely by volunteers and not for profit.

Gidleigh Village Hall Hiring Agreement

This agreement is made on .../...../.... (insert today's date) between (1)The Village Hall named in clause 1.2 acting by its management committee ("Village Hall") and (2) the person or organisation named in clause 1.3 ("Hirer").

AGREED as follows:

In consideration of the hire fee described in clause 1.4, the Village Hall agrees to permit the Hirer to use the premises described in clause 1.5 for the purpose described in clause 1.6 for the period(s) described in clause 1.1. The details inserted in sub-clauses 1.1 to 1.6 below and the answers to the questions in sub-clause 1.6 are terms of this agreement. This Hire Agreement is subject to the Standard Conditions of Hire and the Special Conditions of Hire set out in the enclosures.

1 Details of Hire

1.1 Dates(s) and times of arrival and departure:

I will arrive on/...../..... at a.m/pm

I will leave on/...../.....ata.m/p.m

1.2 Gidleigh Village Hall Registered Charity Number 200356

Authorised Representative: The Management Committee

Address: Greenaway, Gidleigh, Devon, TQ13 8HS.....

(Please contact by email via the website)

.3 Name of Hirer (aged 18 or over).....

Organisation (if applicable)

Name of Organisation's Authorised Representative

Address

Contact Telephone and email

NB PLEASE NOTE THAT THE 'NAME OF HIRER' WILL APPEAR ON THE 'DIARY' SECTION OF THE WEBSITE UNLESS YOU SPECIFY OTHERWISE

1.4 Hire Fee £..... The full sum for the contract period will be payable at the time of booking (see current tariff attached). Cancellations made up to 28 days before the contract period will be eligible for a 50% refund.

1.5 Damages: the Hirer shall pay as required any deposit at least £100 for all bookings, with a deposit of up to £500 for weddings and parties on Friday and Saturday nights. This deposit will be refunded within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents nor complaints made to the Village Hall Committee about noise or other disturbance during the period of the hiring as a result of the hiring and the hall is left clean and tidy as set out in **Special Condition 9**.

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- 1.6 Purpose/description of hiring.....
(a). Will this be a public or private event?
(b) Do you intend to supply alcohol at the event? Yes / No
(c) Do you intend to sell alcohol at the event? Yes / No
(includes charging for alcohol within ticket price)

If you answer yes to Question 1.6 you will need to seek written permission from the management committee in order for a bar to be provided by or arranged with the Village Hall's Designated Premises Supervisor. A form is provided for this purpose (*Appendix 1*).

2 Premises Licence. The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated

- a) The sale of alcohol and the performance of plays and exhibition of films (indoors) - Monday-Sunday 10:00am-Midnight
- b) The performance of live music, playing of recorded music, performance of dance, making music, dancing and similar entertainments (indoors) - Monday-Friday 8:00am-1:00am, Saturday 8:00am-11:45pm, Sunday 8:00am-10:30pm.

2.1 The hall does not have a licence with the Performing Rights Society for the performance of copyright music.

2.2 Where a licensable event is to be held for which the premises are not licensed the hirer shall be responsible for obtaining such authorisation as may be needed and a Temporary Event Notice (TEN) will need to be given to the licensing authority. The Hirer must obtain the written consent of the management committee on the form provided (Appendix 2) before giving the licensing authority a TEN. Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENs that can be granted annually for any premises. Lack of co-operation could affect future fundraising by the hall management committee and local voluntary organisations.

2.3 Smoking is not permitted in the building. The use of any illegal drugs is strictly prohibited, both in the Hall and its surrounding premises.

3. The Hirer agrees with the Village Hall to be present (or the Hirer's authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.

4. It is hereby agreed that the Standard Conditions of Hire together with the Special Conditions of Hire shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Village Hall and the Hirer.

5. None of the provisions of this Agreement is intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

...cont. overleaf

As Witness the hands of the parties hereto:

Signed by the person named at 1.2 above, duly authorised, on behalf of the Village Hall's Management Committee:

.....

Signed by the person named at 1.3 above, or on behalf of the organisation named at 1.3 above.

.....

Please read the following Appendix 1, 'Gidleigh Village Hall Special Conditions' and return this form, together with 2 x cheques (both made out to Gidleigh Village Hall) to Sam North, Greenaway, Gidleigh, Chagford, Devon, TQ13 8HS.

Appendix 1: Gidleigh Village Hall Special Conditions

These Special Conditions of Hire include provisions required to comply with the Premises Licence issued under the Licensing Act 2003 (Conditions 1 to 6 inclusive). These conditions apply to all events at which regulated entertainment or the sale of alcohol takes place. The Hirer hereby acknowledges receipt of a copy of the conditions of the Premises Licence and/or Operating Schedule for the premises, in accordance with which the hiring must be undertaken and agrees to comply with all obligations therein.

1. **Hours of Opening**

The premises shall not be used for licensable activities except between the hours shown below unless special permission has been issued by West Devon Borough Council and by the management committee.

A. The performance of plays (indoors)	Monday-Sunday - 10:00am-Midnight
B. The exhibition of films (indoors)	
E. The performance of live music (indoors)	Monday-Friday - 8:00am-1:00am Saturday - 8:00am-11:45pm, Sunday - 8:00am-10:30pm.
F. The playing of recorded music (indoors)	
G. The performance of dance (indoors)	
H. Entertainments similar to those in E, F and G	
I. Making music (indoors)	
J. Dancing (indoors)	Monday-Sunday - 10:00am-Midnight
K. Entertainment similar to those in I and J	
M. The sale of alcohol	

2. **Capacity and Supervision**

(a) There shall, in addition to the Hirer, be a minimum of 2 competent attendants on duty on the premises to assist people entering and leaving, none of whom shall be less than 18 years of age. If most of the audience is under 16, the number of additional attendants shall be appropriate for the age group but in all cases not less than 2 adults aged 18 or over for every 50 (or part of 50) children. At all times, attendants must be readily and conspicuously identifiable by means of a uniform, badge or armbands. All persons on duty shall have been instructed as to their essential responsibilities in the event of fire or other emergencies, including attention to disabled persons, the location and use of the fire fighting equipment available, how to call the Fire Brigade and evacuation procedure.

(b) The number of people in the Hall shall not exceed 150. The number of attendants on duty must be as specified in the Village Hall's Premises Licence (and not less than): two adult attendants for up to 100 persons, three adult attendants for 100-150 persons. Additional attendants are required if the audience is mostly under 16, or if there are many disabled people present.

3. **Film Shows**

Admission of children (under the age of 18) to any exhibition of films must be restricted in accordance with the film classification body designated as the authority under Section 4 of the Video Recordings Act 1984

4. **The Prevention of Crime and Disorder**

When alcohol is being sold or supplied there shall be a regular collection of empty glasses and bottles from the consumption area. There will be no irresponsible drinks promotion

5. **The Prevention of Public Nuisance**

Use of external areas will cease at midnight. External lights will be turned off as soon as the hall has been vacated. The Hirer will be responsible for ensuring that noise levels are within Environmental Health guidelines, i.e. "noise shall not emanate from the premises such as to cause people in the neighbourhood to be unreasonably disturbed". Additionally, music of any kind is prohibited after 12.30 am. The Hirer is asked to ensure that all attending the function show due consideration to those living in the vicinity of the hall by leaving the premises quietly. Failure to comply with these conditions may result in forfeiture of the deposit. Fireworks may not be let off after 10.00pm. If fireworks are to be let off, the Hirer is asked to inform Gidleigh residents, in writing (address list available). Fireworks must not be brought into the Hall.

6. **Dangerous and Unsuitable Performances**

Performances involving danger to the public, or of a sexually explicit nature, shall not be given. No performances involving nudity or striptease will be permitted.

7. **Smoking and Drugs**

Smoking is strictly prohibited in the Hall. The use of any illegal drugs is strictly prohibited, both in the Hall and its surrounding premises.

8. **Footwear**

The Hirer will ensure that no footwear is worn that may damage the floor, e.g. stiletto heels or nailed boots.

9 *Completion of Hire*

The Hirer will be responsible for ensuring that the Hall is vacated at the end of the hire period, that the end-of-hire checklist is completed and signed, and that the Hall is left in good condition.

- All crockery and cutlery must be clean and tidy and put away, as found.
- All tables and chairs are to be wiped clean and stacked as found.
- All kitchen surfaces and cooking equipment must be thoroughly cleaned.
- All floors must be swept
- All auxiliary heating and lighting must be switched off.
- All toilets, urinals, basins, showers must be thoroughly cleaned.
- All refuse must be removed from the premises.
- All external windows and doors should be closed and locked.

10. *Hirers Responsibility*

The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions of the Premises Licence and/or the Operating Schedule relating to management and supervision of the premises are met.