

THE FRED HOPKINSON MEMORIAL/UNSTONE COMMUNITY HALL

APPLICATION FORM FOR HIRE OF THE HALL

Name of Hirer Telephone No.
(the "Responsible Person")

Address Email.....

.....
.....
.....

Date(s) of hire Time: From To

Room(s) required - Hall
 - Kitchen

Purpose of Hire

Numbers attending

Is alcohol to be consumed on the premises? - YES/NO

If YES please advise the Clerk who will arrange a Bar Facility. Separate Bar Form Required.

Please note that in compliance with best practise advice from Derbyshire Constabulary, proof of age will be required for every drink purchase. No other alcohol can be brought into the hall for the event.

Will there be a disco? – YES/NO

If yes, please give name, address and telephone number of who will be providing the disco.

Name Telephone No.

Address
.....
.....

Do you require use of the Halls crockery? - YES/NO

Do you require use of the Halls Tables and Chairs? – YES/NO

Please sign and date over the page.....

When booking a 16th/18th/21st Birthday Party, a Bond of £250.00 will be required in the form of cash, to safeguard against any damage which may occur whilst on the premises. Provided that everything is found to be in order following the event, this Bond will be returned to you as soon as possible.

I hereby confirm that I understand and agree to abide by the Terms and Conditions of Hire, as laid down by the Community Hall Management Committee, a copy of which has been provided to me as the "Responsible Person".

Signed Dated

Print Name

THIS FORM ACTS AS CONFIRMATION OF BOOKING. WITHOUT RETURN OF THIS FORM, THE BOOKING IS NOT SECURED.

A DEPOSIT OF £10.00 (OR FULL CHARGE, WHICHEVER THE LEAST) SHALL BE PAID WITH THIS BOOKING FORM. THE BALANCE SHALL BE DUE 1 WEEK PRIOR TO YOUR EVENT.

Cheques to be made payable to Unstone Parish Council.

Please return to:

M. Brown, Caretaker
Fred Hopkinson Memorial Hall,
Crow Lane,
Unstone,
Derbyshire.
S18 4AL

Please make a note of the Caretaker's contact information -

Martyn Brown
Mob. 07848 009170

www.unstone.org.uk

Standard Conditions of Hire

These standard conditions apply to all hiring of the Community Hall. If the Hirer is in any doubt as to the meaning of the following, the Clerk should be consulted.

1. Supervision

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; and their care, and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements. The Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and to loss of contents.

2. Use of premises

The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way or do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof. Gaming, Betting and Lotteries

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

3. Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

The Hirer acknowledges that they have received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- Fire Equipment should only be used by persons, trained in its use
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of fire.

4. Health and Hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

5. Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there, shall be under 12 months old or accompanied by a current PAT certificate, the item should be used in a safe manner in accordance with the Electricity at Work Regulations 1989.

6. Indemnity

The Community Hall is insured against any claims arising out of its own negligence. Any further Liability Insurance required by the Hirers for their own activities must be provided by themselves.

7. Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to a member of the Community Hall management committee as soon as possible and complete the relevant section in the Hall's accident book. Any failure of equipment belonging to the Hall or brought in by the Hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. The Hall Secretary will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

8. Explosives and Flammable Substances

The Hirer shall ensure that:

- Highly flammable substances are not brought into, or used in any part of the premises and that
- No internal decorations of a combustible nature (eg polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.

9. Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

10. Drunk and Disorderly Behaviour and Supply of Illegal Drugs

The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

11. Animals

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Hall Committee. No animals whatsoever are to enter the kitchen at any time.

12. Compliance with The Children Act 1989

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act 1989 and that only fit and proper persons who have passed the appropriate Disclosure and Barring checks have access to the children (checks may also apply where children over eight and vulnerable adults are taking part in activities). The Hirer shall provide the Halls Committee with a copy of their Child Protection Policy on request.

13. Fly Posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at these premises. Failure to observe this condition may lead to prosecution by the local authority.

14. Sale of Goods

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales.

15. Cancellation

If the Hirer wishes to cancel the booking before the date of the event and the Community Hall is unable to obtain a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Community Hall. The Community Hall reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- the Community Hall management committee reasonably considering that (i) such hiring will lead to a
- breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring
- the premises becoming unfit for the use intended by the Hirer
- an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm,
- fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid but the Community Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

16. End of Hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Community Hall shall be at liberty to make an additional charge.

17. Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

18. Stored Equipment

The Community Hall accepts no responsibility for any stored equipment or the property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

19. TV License – the Community Hall, no longer has a TV license therefore watching or recording BBC channels on Any device is strictly prohibited.

20. No Alterations

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Clerk..

21. No Rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer. The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

FRED HOPKINSON MEMORIAL/UNSTONE COMMUNITY HALL

FIRE SAFETY CHECKLIST FOR HIRERS (UPDATED 2018)

GENERAL HOUSEKEEPING

1. KNOW WHERE TO FIND FIRE ALARM CALL POINTS AND WHERE THE FIRE ESCAPES ARE LOCATED.
2. ENSURE FIRE DOORS ARE KEPT CLOSED **AT ALL TIMES** TO PREVENT THE SPREAD OF FIRE
3. ENSURE EMERGENCY ESCAPES ARE KEPT CLEAR AND UNLOCKED **AT ALL TIMES**.
4. BE AWARE OF A FIRE ASSEMBLY POINT – ON THE GRASSED AREA NEAR THE BENCH OUTSIDE THE FRONT OF THE COMMUNITY HALL.
5. NAMED HIRERS ARE RESPONSIBLE FOR KNOWING HOW MANY PEOPLE ARE ATTENDING THEIR MEETING/EVENT ETC. AND TO MAKE SURE THEY ARE ALL ACCOUNTED FOR IN CASE OF EMERGENCY. STAFF, IF PRESENT, WILL ASSIST WHEREVER POSSIBLE.
6. KNOW WHERE EMERGENCY ESCAPES FOR DISABLED PERSONS ARE LOCATED (MAIN DOOR OR DOUBLE FIRE DOORS NEXT TO BAR HAVE RAMP ACCESS).
7. ENSURE PERSONS ATTENDING YOUR MEETING/EVENT ARE AWARE OF ESCAPE ROUTES AND WHERE ALARM CALL POINTS ARE LOCATED.
8. ALL INFORMATION IS CONTAINED WITHIN THE UPC FIRE SAFETY RISK ASSESSMENT, AVAILABLE AT THE COMMUNITY HALL

WHAT TO DO IN THE EVENT OF A FIRE

1. SOUND THE FIRE ALARM IMMEDIATELY BY USING THE NEAREST FIRE ALARM POINT.
2. EVACUATE THE BUILDING USING THE NEAREST APPROPRIATE FIRE ESCAPE AND CONGREGATE AT THE DESIGNATED ASSEMBLY POINT (GRASSED AREA NEAR BENCH) **DO NOT STOP TO GATHER PERSONAL BELONGINGS ETC.**
3. ASSIST ANY DISABLED PERSONS TO LEAVE THE BUILDING.
4. **CALL THE FIRE BRIGADE 999 IMMEDIATELY.**
5. ENSURE ALL PEOPLE ARE ACCOUNTED FOR.
6. CALL RESPONSIBLE PERSON FOR COMMUNITY HALL (MARTYN BROWN – CARETAKER) 0784 8009170.
7. **DO NOT** LEAVE FIRE ASSEMBLY POINT UNTIL TOLD DO SO BY EMERGENCY SERVICES.
8. **DO NOT** ATTEMPT TO TACKLE FIRES WITH EXTINGUISHERS UNLESS YOU ARE FULLY TRAINED IN THE USE OF FIREFIGHTING EQUIPMENT AND IT IS SAFE TO DO SO.
9. **DO NOT** RE-ENTER THE BUILDING UNTIL YOU ARE TOLD IT IS SAFE TO DO SO BY THE EMERGENCY SERVICES. EVEN FOR MISSING PERSONS.

I confirm that I have read and understand the FIRE SAFETY CHECKLIST and that I/we as hirer(s) are responsible for the safety all persons attending my/our meeting/event.

SIGNED (HIRER)..... PRINT NAME.....
REASON FOR HIRE OR ORGANISATION.....
DATE.....

THE FRED HOPKINSON MEMORIAL/UNSTONE COMMUNITY HALL

HIRE CHARGES (as at 1st April 2018)

1. There is a minimum hire of 2 hours.
2. There is a charge of £5.00 for use of the kitchen.
3. Weekdays charges –
For individuals and community groups, daytime and evenings-

Parish Residents	£7.30 per hour.
Non Parish Residents	£10.45 per hour.
Commercial Organisations (any day) (hire charge includes storage)	£13.55 per hour.
4. Weekend and Bank Holiday charges –
Hire of up to 4 hours (includes use of kitchen)

Parish Residents	£47.00
Additional hours	£10.45 per hour.
Non Parish Residents	£57.30
Additional hours	£12.50 per hour.
5. Weekend Evening Rate 6.00 p.m. to midnight
including bar and use of kitchen £104.50
6. Children's Parties

Parish Residents	£31.60 two and a half hours.
Non Parish Residents	£36.70 two and a half hours.
7. The above charges are subject to review and change by Unstone Parish Council.
8. A Hire Application Form, signed in agreement to abide by the terms of hire,
A Bar Hire Form (where appropriate), and Fire Safety Forms must be completed and
sent together with a cheque for the deposit before the booking can be confirmed.

THE FRED HOPKINSON MEMORIAL/UNSTONE COMMUNITY HALL

APPLICATION FORM FOR A LICENSED BAR TO BE PROVIDED AT AN EVENT.

I hereby apply to Unstone Community Hall Management Committee for Mr Ken Perkins (Designated Premises Supervisor) to provide a Licensed Bar.

Date:

Time: FromTo All functions to end by 1am.

Description of Event:.....

Numbers Attending:.....

Name of Hirer:.....

Signature of Hirer:.....

For Office Use Only:-

I hereby agree to provide a bar for the event described above on the date and time specified.

Signed by the Designated Premises Supervisor appointed by Unstone Community Hall Management Committee.

Name:.....

Signature:.....