

# STANDISH VILLAGE HALL



## CONTRACT FOR HIRE OF PREMISES

This contract constitutes an agreement between Standish Village Hall Management Committee (SVHMC) (The Hirer) and the Hiree (who will accept responsibility for any damage and also be present to ensure responsible use during the period of hire).

Name of Hiree:  Organisation (if applicable):

Address:

Telephone:  Mobile:  email:

Date of Function:  Start Time:  End Time:  (Include setup & clear up time)

Purpose/Description of hiring:  No. attending (N.B. 60 MAX\*)

Are you providing Food?  Alcohol?  (Alcohol must not be served to anyone under 18 years of age)

Will you need: Sound/Music system  Microphones for speeches  60" TV  Projection Screen (6'x6')

Will you need the stair lift?  (Requires a key and instruction) Dance floor?  Need freezer switched on?

Any other special requirements?

**FIRE PRECAUTIONS:** Our license requires that two people are nominated as "Fire Stewards", who will undertake to carry out their own Fire Risk Assessment and who will supervise an orderly evacuation should a fire occur. A Fire Risk Assessment and Fire Safety Procedures are in the kitchen and on the website Please give the names of the two nominated Fire Stewards below:

1)  2)

### Hire Charges:

Standard hire charge: £12 per hour. Standish residents and fund-raising charity events: £9 per hour Block bookings POA

A refundable damage retainer of £50 is also required to pay for any repairs or extra cleaning arising from the period of hire. (The hiree will also be responsible for any such costs incurred which are over and above the amount of the retainer)

Please calculate the hire fee for your function based on hours booked + £50 refundable retainer =

**PAYMENT:** Online bank transfer is preferred. To: Standish Village Hall Charity, Sort Code 30-93-48 a/c 47763668.

Reference your payment with your surname and date of function in DDMMYY format.

Return form by email to [bookings@standishvillage.co.uk](mailto:bookings@standishvillage.co.uk)

**OR** post form with 2 cheques (one for the hire fee, one for the £50 retainer) to Standish Village Hall Charity, c/o J. Simonett, Stocks Barn, Standish, Stonehouse GL10 3DL. The £50 retainer cheque will be destroyed after the event if there is no damage. (Cash payments may also be made by arrangement)

If paying by bank transfer, enter your details for retainer refund: Sort Code  A/C No:

### **Please sign as confirmation and acceptance of the Terms and Conditions of hire:**

PRINT NAME:  (Hiree) Date:

Signed:  (a signature is not needed for forms filled in online)

Data Protection: All information contained in this form will be stored and deleted in compliance with GDPR guidelines.

Visit the website for directions, dimensions, equipment, facilities, nearby hotels, local takeaways who deliver, T&Cs and more:

[www.standishvillage.co.uk](http://www.standishvillage.co.uk)

Wi-Fi Password: **Standish**

Contact numbers Booking Secretary: (John Simonett) 01453 828568 / 07774 675222

Chairman: (Ian Richens) 07768 895000 Treasurer: (Rich Flaxman) 07825 374715

## STANDISH VILLAGE HALL: TERMS AND CONDITIONS OF HIRE

**GENERAL:** Standish Village Hall has a Full Premises Licence permitting the retail sale of alcohol, the performance of music (both live and recorded), dance and plays or similar entertainment, and the provision of late night refreshments between the hours of 10.00 a.m. and 23.30 p.m. The Management Committee are responsible for ensuring that when these activities are taking place the licensing objectives under the Licensing Act are met. These objectives are:

- 1) The prevention of crime and disorder
- 2) Public Safety
- 3) The prevention of public nuisance
- 4) The protection of children from harm

All users of Standish Village Hall should ensure that they keep these objectives in mind at all times when using the premises. Please note that when you accept the Terms and Conditions of this letting you are agreeing to observe this requirement.

- 1) All persons using the premises do so at their own risk. Standish Village Hall Management Committee (SVHMC) cannot be held responsible for any personal injury or loss, theft or damage to the property or personal belongings of any person while on the premises.
  - 2) Hirees should familiarise themselves with the Licensing laws pertaining to the supply of alcohol and undertake that no alcohol will be served to anyone who is or appears to be under 18. Please note the entire premises are a **NO SMOKING** area.
  - 3) Food Hygiene: If food is being provided hirees must take all precautions to ensure it is prepared, stored and served in accordance with the Food Standards Agency guidelines at [www.food.gov.uk](http://www.food.gov.uk)
  - 4) Responsible adult supervision is required at all times during the period of hire. SVHMC reserve the right to refuse a booking, or to cancel/terminate any booking at any time without having to specify a reason.
  - 5) All activities involving children must comply with the Children Act 1989. Only fit and proper persons shall supervise children on the premises, and appropriate **DBS** checks should be obtained for persons working with children on a regular basis.
  - 6) The Hirer (SVHMC) agrees to provide the above premises in a clean and tidy condition. Please check on arrival that everything meets your approval – if not – let SVHMC know! The Hiree also agrees to leave the premises in a clean and tidy condition: please wash up and put away all crockery, cutlery and utensils; wipe down all surfaces; vacuum the entire floor area; wet wash the kitchen floor, return tables to the store room and stack chairs neatly at the back of the Hall. Do not block the Fire Escape..
  - 7) The hiree agrees not to secure decorations or other display material using sellotape, drawing pins, blu tak or other methods which may damage the paintwork, walls or fabric of the building. Costs to repair/repaint any damage will be taken from the deposit. Any extra costs arising from loss or damage to the equipment, furnishings, fittings or fabric of the building during the period of hire must also be met by the Hiree, including costs for cleaning. Please report ALL breakages/damage after your event.
  - 8) Any litter or waste must be placed in bin liners and **taken away** by the Hiree and not left on the premises.
  - 9) Please note the premises are above a working business, and also adjacent to a residential area. Users of the premises agree not to cause disruption or inconvenience to the business during office hours, or to local residents through noise levels, litter or obstruction of access to the Church, Hall Car Park or Standish Court. Overflow parking is available along Standish Lane.
  - 10) **Health and Safety:** the hiree is responsible for ensuring all precautions are taken to maintain Health and Safety of attendees. Please take care when using the stepladder to access items on the high shelves in the kitchen, which should be handed down to a helper. Hirees should conduct their own fire risk assessment and familiarise themselves with the 2 fire exits and location of the 3 fire extinguishers. A Fire Risk Assessment and Fire Safety Procedures are available in the kitchen and on the website below.
- N.B.** Please note that Bouncy Castles and similar inflatable play items are NOT permitted. Also note the Hall has no telephone and the hiree is required to ensure that someone is present at all times with a mobile phone in case of emergency.
- 11) On departure, please check ALL lights, heaters (x 8) and the cooker are switched OFF. If left on, SVHMC reserve the right to charge an estimated fee for the amount of electricity used. (Exception: please leave the fridge ON). Check all doors are secured and locked, especially the fire exit.
  - 12) The maximum number of seated attendees is 60; standing is 100.
  - 13) The Hiree will ensure that nothing is done on the premises which contravenes the Gaming, Betting or Lotteries regulations.

Further details are on the website, including contact numbers, directions, Hall dimensions, equipment, facilities, and more:

[www.standishvillage.co.uk](http://www.standishvillage.co.uk)