



Booking Form
St Edmund's Hall, Goldbrook, Hoxne Suffolk IP21 5AN
Registered Charity No 304770

- (1) Booking Form
- (2) Bar Form
- (3) Standard Conditions of Hire
- (4) Special Conditions of Hire
- (5) Use of Kitchen
- (6) Use of Stage
- (7) Fire Procedures/Hall Plan

To confirm your booking, please complete and sign one copy of the Booking Form and Bar form, if required, and return to the Booking Clerk. Retain the second copy and other information for your own records. Please return this form and deposit/s within 2 weeks of receiving them to confirm the booking; otherwise the date may be let again. Thank you.

HIRER

Name:

Name of Organisation:

Full Address with postcode:

Telephone Numbers: Landline: Mobile:

Email:

EVENT

Purpose/description of event:

Is the hire for Commercial use? Yes/No

Rooms required, please ring each one/all: Lounge Main Hall Activity/Kitchen Stage ALL

Maximum number of people allowed:

Hall Maximum Capacity

	Lounge:	Main Hall	Activity Room*
<i>Seated and/or at tables</i>	63	100	65
<i>Seated and dancing</i>	84	140	87
<i>Dancing (no furniture)</i>	126	200	100
<i>Closely seated audience</i>	63	132	66

**If room is completely cleared:*

Number of people expected:

Day and Date(s) of Event:

Access Time:

Event start time:

Event finish time (no later than midnight):

Bar Required: Yes/ No (separate bar form)

Is food to be provided at the event? Yes/ No.

Is the Projector/audio equipment required? Yes/ No (extra deposit of £100 and £20 hire fee for use)

Amounts Due

Basic Hire

A deposit is required, which should be enclosed with the completed booking form and bar form if necessary. £.....

Hire fee is payable 21 days before the date of the event, together with extras £.....

Extras

Bar fees, if applicable:

Extension (£10) 11pm to 12mn £.....

Corkage (£1.50 per bottle) £.....

Projection equipment

Deposit :(£100)-additional to hire deposit £.....

Hire fee (£20)-additional to hire of hall £.....

Please make cheques payable to **Hoxne Village Hall**. The deposit/s will be refunded after the event, provided that no damage or loss has been caused to the premises or the contents.

Your attention is drawn to the Standard Conditions of Hire and in particular the following:

- (i) Hirers are responsible for good order on the premises, complying with the agreed bar finish time and agreed event finish time.
- (ii) Hirers are responsible for enforcing the *No Smoking* rule on the premises.
- (iii) The use of table candles, pyrotechnics, fireworks, etc. are not permitted on the premises although a few birthday candles may be used within reason. Too many will set off the fire alarm. Battery operated nightlights may be used.
- (iv) Intoxicating liquor may not be consumed on the premises unless provided by St Edmund's Hall Bar or agreed in advance with the Bookings Clerk and due corkage paid. These DRINKS CANNOT BE SOLD to anyone attending the event or to any other member of the public.
- (v) Hirers are requested to do their utmost not to cause annoyance to nearby residents by excess volume of sound or noisy departure.
- (vi) Any breakages and losses of Hall property must be notified to the Management Committee. These will be charged for at the current replacement rate.
- (vii) The premises must be left clean and tidy and chairs and tables returned to their storage area on/under the stage by 10am the next day or earlier if required by The Booking Clerk.
- (viii) Hirers must ensure all lighting is turned off after the event and the premises are properly locked and secured. If the Stage Lighting is required instruction will be given in its use before the event.
- (ix) Hirers are responsible for taking away all rubbish remaining after the event and must not be placed in the hall bins.
- (x) Hirers are responsible for ensuring that keys are returned by arrangement with The Booking Clerk.

I have read the Standard and Special Conditions of Hire, Use of Kitchen and Stage and Fire Procedures and agree to abide by those conditions

Signed (By Hirer)..... Date

Signed (Bookings Clerk: Jane Langley Date:

Bookings Clerk
St. Edmund's Hall Management Committee

Please sign and return one copy to The Bookings Clerk:

**Jane Langley, 65 Goldbrook, Hoxne, Eye, Suffolk IP21 5AN
Village Hall Bookings Mobile: 07876 215 269
Email: hoxnevhbookings@outlook.com**

St Edmund's Hall (2) Bar Form

We have produced this form to help you identify the requirements for your function.

Please telephone or email to discuss your requirements: 01379 668060/ sharonknights@mail.com

Any profits we make will contribute to the maintenance of the hall.

Please note: We aim to provide a very competitive service but we do reserve the right to increase our bar prices for events with a bar by up to 5% without prior notice; if it is more than this we will let you know in advance.

For an evening function would you like the bar to stay open past 11.00p.m? (i.e. Latest 11.30pm to comply with our licensing laws).
The charge for an extension is an additional £10. Yes/No

Would you like us to supply your wine/table wine? Yes/No

If YES please tell us what you would like (red/white/rose) any preferred brand and the number of bottles needed. If you have no particular preference, we will supply wine from our stock. If you want a particular brand we will give you a written quote of the cost in advance.

Will you be providing your own wine or other alcohol? This may not be sold to anyone attending the event or to any other member of the public. A corkage charge is made of £1.50 per bottle Yes/No

Beers: We normally have IPA, Old Speckled Hen and Carlsberg together with a range of bottled beers. We can supply local real ale (Grain) or other beers, but we may ask you to pay the cost price in advance. This will be refunded if more than half is sold. Please discuss this with us.

If YES, please tell us what you would like.....

Other Drinks

We normally have a range of spirits, bottled beers and soft drinks. If you have any particular requirements let us know.

About our Bar

The bar at the Hall is like any other and must operate within the licensing laws. It is illegal for us to serve alcohol to persons under the age of 18. We reserve the right to ask for identification (which must be photographic, contain date of birth and a holographic mark) from anyone who appears to be under the age of 18. We do not sell alcohol to anyone for consumption off the premises.

Last orders are normally called at 10.45 p.m. and the bar will close at 11.00 p.m. (or later if there is an extension, i.e.: last orders 11.15pm and the bar will close at 11.30pm). *Please do not ask us to serve you after last orders because you will be politely refused.*

Our licensees and bar staff are unpaid volunteers so please give them every help you can. Thank you.

St Edmund's Hall

(3) Standard Conditions of Hire

These standard conditions apply to all hiring of the Hall. If the Hirer is in any doubt as to the meaning of the following, the Booking Clerk should immediately be consulted. For the purposes of these conditions, the Hirer shall mean an individual hirer, or where the hirer is an organisation, the authorised representative.

1. Insurance and Indemnity

(a) The Hirer shall be liable for the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises.

(b) Public Liability is not extended to Commercial Hirers who are required to provide their own insurance.

(c) Hirers who employ entertainers – discos, child entertainers etc. – must ensure that these have Public Liability insurance

(d) Hirers who undertake higher risk activities – e.g. bouncy castles – must take out their own Public Liability insurance for the event. One-off policies can be obtained at reasonable prices.

The Management Committee reserve the right to see copies of Public Liability insurance policies at the time of accepting a booking. It is considered that a minimum limit of indemnity of £2million is reasonable.

2. Age

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, under this Agreement are met.

3. Supervision

The Hirer shall, during the period of hiring, be responsible for the supervision of the premises: the fabric and the contents: their care, safety from damage however slight and the behaviour of all persons using the premises whatever their capacity: including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the Booking Clerk, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for the loss of contents.

4. Use of the 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, nor do anything, or bring onto the premises anything which may endanger the same, or render invalid any insurance policies thereof.

5. Capacity

The number of people on the premises during the event shall not exceed that indicated on the booking form..

6. 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.

7. Smoking is not allowed anywhere in the Hall and the Hirer is responsible for ensuring that this rule is observed.

8. Intoxicating liquor may not be consumed on the premises unless provided by the St. Edmund's Hall Bar or agreed in advance with the bookings clerk and corkage paid. However, if only corkage has been paid, these drinks **cannot be sold** to anyone attending the event or to any other member of the public.

9. Drunk and disorderly behaviour and the 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 drunk or 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. The Hirer should comply with the current licensing laws as in the Licensing Act 2003.

10. Hirers are requested to do their utmost not to cause annoyance to nearby residents by excess volume of sound or noisy departure.

11. Breakages and losses of Hall property must be notified to the Booking Clerk. These will be charged for at the current replacement rate.

12. 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 premises by the use of blu -tack without the prior written approval of a member of the Management Committee. The Hirer will be charged for any damage caused to the premises by the removal of any alteration or addition.

13. Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority; the Licensing Authority, the Hall's Fire Risk Assessment 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 shall also comply with the hall's health and safety policy.

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

- The action to be taken in the event of a fire. This includes calling the Fire Brigade and evacuating the premises.
- The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Booking Clerk or another member of the Management Committee.
- The location of fire equipment.
- 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 a fire.
- The need to nominate two persons as fire marshals during the event

(b) In advance of an event the Hirer shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order.
- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no obvious fire hazards on the premises.

14. Health and Hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. These premises are provided with a refrigerator and thermometer.

15. Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided under terms of the PEL or CPL The Hirer **must** make use of it in the interest of public safety.

16. Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to a member of The Management Committee as soon as possible and complete the relevant section in the Hall's Accident Book located in the lounge. Any failure of equipment belonging to the Hall or brought in by the Hirer must be reported as soon as possible. Certain types of accident or injury must be reported to the Incident Contact Centre. This is in accordance with the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. A member of The Management Committee will give assistance.

17. Flames, explosives and flammable substances

The Hirer shall ensure that:

- (a) Highly flammable substances are not brought into, or used, in any part of the premises and that
- (b) No internal decorations of a combustible nature (e.g. 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.
- (c) Pyrotechnics, table candles, fireworks, fog generators or dry ice are not allowed in any part of the building or grounds.

18. 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. Heating controls must not be adjusted.

19. Animals

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

20. Compliance with the Children Act 2004

The Hirer shall ensure that any activities for children under eighteen years of age and vulnerable adults comply with the provisions of The Children Act of 2004 and that only fit and proper persons have access to the children who have a current DBS certificate. The Hirer shall provide The Village Hall Management Committee with a copy of their Child Protection Policy as appropriate on request.

21. Fly Posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place on the premises, and shall indemnify and keep indemnified each member of the Management Committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

22. 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. In particular, The Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall the organiser's name and address and that any discounts offered are based only on Manufacturer's recommended retail prices.

23. Film Shows

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for films.

24. Cancellation

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

- (a) The Hall being required for use as a Polling Station for a Parliamentary or Local government election or by-election
- (b) The 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.
- (c) The premises becoming unfit for the use intended by the Hirer.
- (d) An emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of similar disasters.

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

25. Refusal of Booking

The Management Committee reserves the right to refuse a booking without notice or to cancel the hiring agreement at any time before or during the term of the agreement upon giving seven days' notice to the Hirer.

The Hirer shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as having been paid by the Hirer but the Management Committee shall not be liable to make any further payment to the Hirer.

26. End of Hire

The Hirer is responsible for ensuring:

- (a) The premises are **properly locked and secure**, unless otherwise directed.
- (b) The premises are left clean and tidy and chairs and tables returned to their storage area on/under the stage before 10am the next day or sooner if advised by the booking clerk.
- (c) That **all rubbish** left over from the event is taken away from the premises.
- (d) That all lighting is turned off after the function. Note: emergency exit signs cannot be turned off.
- (d) That keys are returned as arranged with the booking clerk.

Failure to comply may result in The Management Committee retaining all or part of the deposit paid.

27. Car Parking

The road leading to the village hall is a public road and this must not be obstructed.

See the enclosed Hall plan for the location of the Fire Exits. Extinguishers are positioned in the Lounge, Hall, Kitchen and Activity Rooms.

The telephone, which is for emergency use only, is located by the bar.

St. Edmund's Hall (4) Special Conditions of Hire

Premises Licence, Mid-Suffolk District Council

St Edmund's Hall has a Premises Licence authorising the following regulated entertainment and licensable activities. The Hirer **must** inform the Booking Clerk, at the time of hiring, if one of these licensable activities will take place at the event.

Licensable activities authorised by the licence:

- Performance of a play
- Exhibition of a film
- Playing of recorded music
- Performance of dance
- Entertainment similar to music or dance
- Entertainment facilities for making music
- Entertainment facilities for dancing
- Similar to facilities for music/dance
- Sale or supply of Alcohol
- Performance of live music

1. The Hirer, not being a person under 18 years of age, hereby acknowledges 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 relating to management and supervision of the premises are met.

2. In addition:

- (i) It is the Hirer's responsibility to make necessary arrangements to meet either The Booking Clerk or a member of The Management Committee prior to the function. This meeting will take place at a time when there is no other function in progress. Having received their induction they will then be asked to sign to confirm that instruction has been received and understood.
- (ii) The Hirer shall provide a minimum of two competent attendants on duty on the premises to assist people entering and leaving and act as fire marshals, none of whom shall be less than 18 years of age. Additional attendants will be required if an audience is mostly under 16, or if there are many disabled people present.

4. Attendants' responsibilities

The Hirer must ensure that all persons on duty 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 firefighting equipment available, how to call the fire brigade and evacuation procedure.

The Hirer needs to nominate two persons as fire marshals to satisfy and comply with the provisions of paragraph 13 of the Standard Conditions of Hire.

5. Hours of Opening

The Village Hall shall not be used for public entertainment except between the hours of 9 a.m. and 12 p.m. unless special permission has been issued by Mid-Suffolk District Council and by The Management Committee

Further information on the Premises Licence is available on request.

Hall Maximum Capacity

	Lounge:	Main Hall	Activity Room*
<i>Seated and/or at tables</i>	63	100	65
<i>Seated and dancing</i>	84	140	87
<i>Dancing (no furniture)</i>	126	200	100
<i>Closely seated audience</i>	63	132	66

**If room is completely cleared:*

St Edmund's Hall

(6) Use of Kitchen

At St Edmund's Hall we aim to provide you with a safe and welcoming environment and hope that our facilities enhance your event. Before using the kitchen you will have received instructions from a member of the Hall Management Committee to ensure that you are aware of the safety measures and limitations we have in place. Please do not use the kitchen unless you are satisfied with the instructions you have received.

We would draw your attention to the following key points:

1. Any user of the kitchen, including contracted caterers or other volunteers must familiarise themselves with the venue and restrictions in advance of the event. We have contact with local caterers who are familiar with the premises and can provide you with their details if required. We do not, however, accept responsibility or liability for their quality of service or capability.
2. The kitchen is not a commercial facility and appliances are all similar to those that can be found in domestic kitchens. The food preparation and washing up areas are limited in size.
3. The kitchen area is enclosed and part of a larger fire compartment. As such the heat sensor is positioned close to the cookers to provide warning of the risk of fire. Users should be aware of the position of the heat sensor in the kitchen and the smoke detector in the activity room. Particular care should be taken to ensure that use of the kitchen does not activate the fire alarm system as this would necessitate the evacuation of the premises.
4. If preparing, serving or selling food, please observe all relevant food health and hygiene legislation and regulations.

Hirers need to be satisfied that their use of the kitchen takes full account of the limitations detailed above.

(7) Use of Stage

At St. Edmund's Hall we aim to provide you with a safe and welcoming environment and hope that our facilities enhance your event. Users will be required to satisfy the Hall Management Committee that they have satisfactory personnel to use the specialist equipment that is provided on stage.

We would like to draw your attention to the following key points:

1. The stage has a "Rigg" - due to the nature of its construction, users must satisfy themselves as to the suitability or otherwise of its load capacity before use. The Management Committee make no undertaking regarding the suitability of it for any use you may intend.
2. Use of the hall's stage lighting is by prior agreement, and elements of the lighting units should be returned to their original location at the end of the hire.
3. Use of the stage as a seating or viewing position by an audience to any production in the hall is not permitted.
4. Your particular attention is drawn to 17 of the terms and condition of hire. Scenery provided by you must be constructed out of flame retardant materials

St Edmund's Hall
(8) In the event of Fire

1. **SOUND THE ALARM** and instruct all persons to leave the building by the nearest fire exit and assemble in the car park
2. **CALL THE FIRE BRIGADE**
The nearest telephone is on the shelf by the bar.
DIAL 999 AND GIVE THIS ADDRESS:
St Edmund's Hall, Goldbrook, Hoxne, Eye,
Suffolk IP21 5AN
Tel No: 01379 669238
3. **ON HEARING THE ALARM** leave the building immediately using the nearest available fire exit. Do not stop to collect belongings.
4. DO NOT re-enter the building
5. On arrival of the Fire Brigade, the person in charge of the Hall should report to the Officer in Charge that all persons are safe, or should inform him/her of their last known position.
6. NEVER ATTEMPT TO TACKLE the fire yourself unless you have been trained in the use of fire extinguishers and feel confident that you can do so without endangering the safety of yourself and others.

