

Granby cum Sutton Parish Council

The Clerk, White Cottage, Chapel Lane, Granby, NG13 9PW
E-Mail: clerk.gcspc@gmail.com

GRANBY VILLAGE HALL APPLICATION FOR HIRE

The Hirer should have made him/herself aware of the conditions of letting and agree to observe them. The conditions of hire are attached. The application must be received within one week of a provisional booking and at least one week before the proposed use of the Hall. The application must be signed by a person over 18 years of age who has the authority to contract on behalf of the organisation wishing to use the Hall, or will be the individual Hirer. Cheques made payable to Granby cum Sutton Parish Council. Cash payment will only be acceptable if made at a Parish Council meeting.

This application form should be sent to the Parish Clerk. Julia Walker (contact details above), who will advise the applicant as soon as possible whether the application has been accepted. A copy of the application form will be returned to the Hirer confirming the booking, and signed on behalf of the Parish Council. **The Parish Council reserves the right to refuse an application for the hire of the Hall without explanation.**

Name of applicant.....
Name of organisation (if applicable).....
Address of applicant.....
.....
Telephone number..... E-mail.....
Day and Date of proposed hire.....
Times required (include setting up and clearing up) from.....to.....
Type of function.....
Outside business/organisation to be used (e.g. Caterer, Children's entertainment etc)..... Yes/No
Estimated attendance.....
Use of kitchen..... Yes / No

Please note that:-

1. The Hire of the Village Hall is for the hall only, the playground will continue to be open for use by local children and families.
2. The Hirer is responsible for the removal and disposal of refuse after the function and the Parish Council require an assurance sum which will not be refunded if the refuse is not cleared within 24 hours.
3. If alcohol is to be sold, the Hirer will need to make application to the Licensing Authority.

I hereby make application to hire accommodation at Granby Village Hall and facilities as described above and agree to be present during the hiring and to perform the provisions and stipulations contained or referred to in the 'Standard Conditions of Hire' as issued by Granby-cum-Sutton Parish Council for the time being in force as annexed hereto (an understanding of which the Hirer acknowledges)

Signature of applicant.....Date.....

The Parish Council agrees to permit the Hirer to use the accommodation and facilities as described above for the period requested at the following charges:-

Hiring Fee £.....

Assurance sum £.....N/A..... (Please supply two cheques, one for the hire fee and one for the assurance sum)

All payable on or before the commencement of the event for which the Hall is hired, and subject to any special conditions set out in the Schedule attached.

Signed on behalf of Granby-cum-Sutton Parish Council.....

GRANBY VILLAGE HALL STANDARD CONDITIONS OF HIRE

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

1. The Hirer will ensure there is an event organiser present at all times while the hall is being used and the event organiser will be provided with a copy of these conditions of hire and may act on the Hirer's behalf.
2. The Hirer will ensure that he/she has been provided with a plan for action in the event of a fire being discovered. The Hirer will ensure that a Personal Emergency Evacuation Plan is made for any users of the hall who may require it – for instance a person with a disability. Following a fire, where an evacuation was made, the Hirer will be responsible to provide a written report on the fire incident within 24 hrs. Following a fire, which was contained on the spot, a written report is required within 24 hrs explaining the incident and including information about used fire extinguishers. The report to be submitted to the Clerk of the Parish Council. The, 'Post Event' fire report will form the basis on which any insurance claim (Personal injury or property) may be settled and therefore needs to be detailed and accurate. The report will also be reviewed to evaluate if further enhancements could improve the Fire Action Plan.
3. The Hirer will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking so as to avoid obstruction of the highway. Any breakages or damage must be reported promptly to the Parish Clerk.
4. 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 to bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the sale of alcoholic liquor thereon without written permission from the Licencing Authority.
5. If an outside organisation or business is to be used during the event, The Hirer will ensure they have Public Liability Insurance and provide their certificate to the Parish Clerk.
6. The Hirer should obtain such licenses as may be needed whether for the sale or supply of intoxicating liquor, from the Performing Rights Society, from Phonographic Performance Ltd or otherwise and for the observance of the same.
7. The Hirer shall ensure that nothing is done or In relation to the premises in contravention of the law relating to gaming, betting and lotteries.
8. The Hirer shall comply with all conditions and regulation made in respect of the premises by the Fire Authority, Local Authority, and the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
9. The Hirer shall, if preparing, serving or selling food observe all relevant food, health and hygiene legislation and regulations.
10. The Hirer shall ensure that any electrical appliances brought by him to the premises and used there shall be safe and in good working order, and used in a safe manner.
11. The Hirer shall indemnify the Parish Council for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring.
12. The Hirer shall ensure the minimum of noise is made on arrival and departure.
13. The Hirer shall ensure that no dogs except guide dogs are brought into the Hall or grounds
14. If the Hirer wishes to cancel the booking before the date of the event and the Parish Council is unable to conclude a

replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Parish Council.

15. The Hirer shall at the end of the hiring be responsible for leaving the premises and surrounds 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 Parish Council shall be at liberty to make an additional charge. The hirer shall check to ensure that the gas cooker is switched off prior to leaving the premises.
16. The Parish Council reserves the right to cancel this hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election, in which case the Hirer shall be entitled to a refund of any money paid.
17. In The Event of the Hall or any part thereof being rendered unfit for the use for which it has been hired, the Parish Council shall not be liable to the Hirer for any resulting damage or loss whatsoever.
18. 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 have access to the children.
19. The caretaker will unlock the hall or the Parish Council will advise the Hirer about the arrangements for the collection of keys to the Hall and for disposal of those keys after the event.
20. No Function is permitted to continue after 23.00hrs Monday to Saturday and 22.30hrs on Sunday. (Excluding New Year's Eve.)
21. The Hirer shall ensure that the maximum occupancy of the hall permitted under the entertainment licence issued by Rushcliffe Borough Council does not exceed 100 people dancing or 50 seated. The hirer is advised that there may be more than 50 chairs in the hall which are available for hire – only 50 are allowed for use in the hall.
22. Advertising of events at the hall or elsewhere is not permitted on the village greens.

The following are special conditions of hire to comply with the Public Entertainments Licence issued under the Local Government (Miscellaneous Provisions) Act 1982. A copy of the conditions of the licence issued for the Hall can be obtained from the Parish Council.

23. The Hirer not being a person under 18 years of age, shall accept 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 licence relating to management and supervision of the premises are met.
24. The Hirer shall ensure that he/she is conversant with the following matters:-
 - action to be taken in event of fire, including calling the fire brigade and evacuating the Hall
 - location and use of fire equipment
 - escape routes and the need to keep them clear
 - method of operation of escape door fastenings
25. The Hirer shall check the following items and notify the Parish Clerk of any problems in advance of the entertainment:-
 - all fire exits (front & back doors) are unlocked
 - all escape routes are free of obstruction and can be used safely
 - any fire doors are not wedged open
 - exit signs are illuminated
 - there are no obvious fire hazards on the premises
 - highly flammable substances are not brought into, or used, in any portion of the premises
 - No internal decorations of a combustible nature shall be erected.
 - No unprotected flames are allowed, this includes candles.

END

Para 21 added April 2007 22 onwards renumbered.

Para 3 amended March 2009 to add "Any breakages or damage must be reported promptly to the Parish Clerk."

Updated June 2015

Para 2 amended July 22 Fire Action Plan changed to Fire Safety Policy and to add "The Hirer will ensure that a Personal Emergency Evacuation Plan is made for any users of the hall who may require it – for instance a person with a disability."

Para 14 amended July 22 to add "The hirer shall check to ensure that the gas cooker is switched off prior to leaving the premises."

Para 20 amended July 22 to add "The hirer is advised that there may be more than 50 chairs in the hall which are available for hire – only 50 are allowed for use in the hall."

Para 24 amended July 22 to add "and notify the Parish Clerk of any problems" and "(front & back doors)"

Para 5 added Dec 22, Para 6 onwards renumbered

FIRE

IN THE EVENT OF A FIRE BEING DISCOVERED

EVACUATE THE VILLAGE HALL immediately using either of the marked exits and go to the fire assembly point.

ASSEMBLE on Church Green, by the bus shelter - where a head count should be conducted.

TELEPHONE THE EMERGENCY SERVICES. The hirer / event organiser is responsible to dispatch a suitable person. The public telephone is situated opposite the church near the bus shelter on Plungar Road.

FIRE EXTINGUISHERS provided in the village hall should only be used by trained, competent individuals – if in doubt get out & let the fire service put the fire out.

DO NOT

Congregate at the front of the building or in the roadway causing an obstruction for emergency services

DO NOT

RE ENTER THE BUILDING UNTIL THE ORGANISER GIVES PERMISSION THAT IT IS SAFE TO DO SO

DO CO-OPERATE WITH THE ORGANISER

DO STAY ALERT

DO ENJOY YOUR EVENT