

CHARNEY HALL & FIELD TRUST

(CHARITY NO. 294765)

BOOKING FORM:

HIRE OF THE CHARNEY BASSETT VILLAGE HALL

- **FOR A PRIVATE FUNCTION**
- **ONE OFF EVENT ORGANISED BY AN EXTERNAL GROUP/ORGANISATION.**
- **REGULAR USE BY AN EXTERNAL GROUP/ORGANISATION**

Name (applicant must be aged 18 or over)	
Address/contact details (If hiring on behalf of a Group or Organisation please also give name and details of the Group/Organisation and your position in the Group/ Organisation)	
Date and time of proposed event	
Details of the event, including numbers and age range of those attending. The capacity of the hall is 47 sq. m. please use this measure to calculate the numbers attending with reference to current government advice on social distancing and that of any governing body relevant to your event or activity. An application with the potential to cause undue noise and/or disturbance may be referred to the Management Committee for decision e.g. Hire for an 18th birthday celebration is not permitted.	
Will candles, lanterns or decorations be used at the event? If so, please identify adult supervision.	
Will electrical equipment be brought into the hall? If so, please give details.	

I certify that the above information is correct, and that I have read and understand the 'Conditions of Hire' in appendix 1 and the 'Special Conditions of Hire during Covid-19' appendix 2. A cancellation of any booked session with less than 24 hours' notice will be chargeable. If this application is approved, I accept responsibility for ensuring these conditions are complied with.

Signed

Date

Please return this form to the Bookings Coordinator: - John Wright, 2, Barnfield, Charney Bassett, OX12 0HA

Tel. 01235.867418 email johnwright789@gmail.com

More Information on the Trust and relevant policy statements are available on the village website

www.charneybassett.org.uk Selected policy statements are posted on the main hall notice board.

Payment is required at the time of booking preferably by direct payment to Charney Hall and Field Trust.

Sort Code **40 45 36** Account number **51127659**.

Booking Secretary only

Date received: _____ Approved/Not approved: _____

Date applicant notified: _____ Payment received: £ _____

Date supplied with 'Conditions of Hire' and Hirer's 'Public Liability: Summary of Cover': _____

APPENDIX 1

CONDITIONS OF HIRE

The hall, formerly a chapel, is situated in Chapel Lane, Charney Bassett and consists of a main hall, kitchen and storage rooms and an entrance hall with toilets.

A copy of these 'conditions of hire' together with a copy of the Hirers' Public Liability 'Summary of Cover' will be supplied to the hirer.

COST of hiring the Hall is

- £5 per hour for residents of Charney Bassett payable at time of booking
- £20 per hour for external groups of organisations, payable at the time of booking.
- £10 per hour for regular booking by an external group or organisation payable three times a year in arrears.

Any variation from this fee requires the approval of the Management Committee.

PARKING -Vehicles may drop off attendees and equipment outside the hall but must not park in Chapel Lane itself. Please be sympathetic to the needs of the residents of Chapel Lane.

SAFEGUARDING -The hirer is responsible for ensuring compliance with safeguarding procedures and legislation relating to children and vulnerable adults. If children or vulnerable adults are present at an event, other than at private parties arranged for invited family and friends, you the hirer must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported. A copy of the Trust's safeguarding policy is available on the village website and is posted on the notice board inside the main hall.

FIRE SAFETY & HEALTH AND SAFETY

- Hirers must familiarise themselves with the hall exits and be satisfied that those attending the event are aware of the hall exits which must always be kept clear. A fire extinguisher is situated in the entrance and main halls. A fire blanket is situated in the kitchen
- All equipment in the hall has been inspected or PAT tested. You must seek prior permission before bringing any electrical equipment into the hall (see booking form)
- A hirer intending to use candles, lanterns or decorations at an event must provide details on the booking form, always ensure adequate adult supervision, and adhere to any special conditions imposed as a condition of the hire
- A copy of the Trust's Fire Safety and Health & Safety Policy, a fire procedure notice and a list of emergency telephone numbers are posted on the notice board inside the main hall. A helpful leaflet 'Hall Electronics' is also displayed on the notice board
- The ladders should only be used when two people are present so one person is available to stabilise the ladder
- Hirers must record any accident in the accident book situated in the kitchen.
- A first aid kit is situated in the entrance hall.
- Extreme care should be taken when using the tea urn.

FOOD SAFETY-The hirer is responsible for ensuring compliance with food safety requirements in relation to the preparation and serving of food. A refrigerator is not provided. Used kitchen equipment must be returned to storage in a clean and hygienic condition.

WASTE MATERIAL - must be disposed of in the bins provided in accordance with general household waste disposal requirements

SMOKING is not allowed in the hall

LICENSING

- The hall does not have a performing rights (PRS/PPL) licence. It is the responsibility of the hirer to ensure compliance.
- The hall is not licensed for the sale of alcohol.

AFTER AN EVENT - Hirers must leave the hall as they found it, ensure electrical equipment, lights, fans, and heaters are switched off and close / lock doors on departure. A helpful leaflet 'Hall Electronics' is displayed in the entrance hall. If a key has been provided it should be returned to the Booking Secretary as soon as possible.

DOGS (other than assistance dogs) are not allowed in the Hall.

ADDITIONAL INFORMATION

- If problems are experienced with any of the hall facilities or the hirer notices or causes damage to the building or its contents, please contact the Booking Secretary or a member of the Management Committee.
- Non urgent matters or suggested improvements can be written on the board in the entrance hall.
- Relevant policy statements are posted on the <https://charneybassett.org.uk/village-hall-field/>. Selected statements are also posted on the notice board in the main hall.

APPENDIX 2

SPECIAL CONDITIONS OF HIRE DURING COVID-19

1. You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 secure guidelines while entering and occupying the hall as shown on the poster which is displayed at the hall entrance, using hand sanitiser when entering the hall and after using tissues.
2. A copy of the hall risk assessment can be viewed at <https://charneybassett.org.uk/village-hall-field/>
3. You will be responsible for cleaning door handles, light switches, equipment and all surfaces likely to be used during your period of hire **BEFORE** other members of your group or organisation arrive and to keep the premises and equipment clean through regular cleaning paying attention to wash hand basins and kitchen sinks (if used) using the cleaning products supplied in the kitchen, entrance hall and both toilet cubicles. You do not need to clean the floor. You will not be charged for extra time needed for cleaning. **PLEASE TAKE CARE CLEANING ELECTRICAL EQUIPMENT – USE WIPES NOT SPRAYS.**
4. You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT ATTEND** if they or anyone in their household has had COVID-19 symptoms in the last 48 hours, and if they develop symptoms within 10 days of visiting the premises, they **MUST** use Test, Track & Trace to alert others with whom they have been in contact. They must get a COVID-19 antigen test.
5. You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as is convenient. You are responsible for ensuring they are all securely closed on leaving. There are 3 fire doors, 2 from lobby to hall, 1 into the kitchen they must remain shut at all times. The emergency exit doors are not fire doors and can be opened for ventilation.
6. You the hirer are requested to keep a record of the time and date of activity and the contact details of all attending your activity for a period of three weeks after the event. NHS QR poster is displayed at the hall for use by attendees.
7. You will ensure where possible that people attending your activity bring their own equipment which should not be shared with others. Any equipment supplied by you must be thoroughly cleaned and sanitised before each use.
8. Where a sport, exercise or performing arts activity takes place you will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.
9. To avoid the risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g., refrain from playing loud music which makes normal conversation difficult.
10. You will ensure that the number of people attending your activity/event allows for social distancing to be maintained, including when using confined spaces e.g., moving or stowing equipment in the storeroom.
11. You will take particular care to ensure that social distancing is maintained for persons aged 70 or over or persons likely to be clinically vulnerable to COVID-19. For some people passing others in a confined space is less risky but for older people should be avoided.
12. You will position tables and chairs or arrange the room as far as possible to facilitate social distancing between individual people or groups with mitigation measures such as seated side by side, rather than face to face. If tables are used, you will place them to maintain a distance across the table between people who are face to face e.g., using a wide U- shape arrangement.
13. You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning clothes and wipes. Bins are provided in kitchen and toilets. External bins are at the side of the hall.
14. Where applicable you will encourage users to bring their own food and drinks. You will be responsible if food and drinks are made for ensuring that all crockery and cutlery is washed in hot soapy water, dried, and stowed away. You will be responsible for supplying your own tea towels to reduce contamination between hirers. CHAFT will provide washing up liquid and disposable washing up cloths.
15. CHAFT reserves the right to close the hall if there are safety concerns relating to COVID-19 e.g., if someone has attended the hall subsequently develops symptoms and a deep clean is required, or if it is reported that the Special Hiring Conditions are not being complied with whether by you or other hirers, or if public buildings are closed again by law. If this happens, we will endeavour to inform you promptly and you would not be charged for hire.
16. In the event of someone becoming unwell with suspected COVID-19 symptoms while in the hall you should remove them to a designated safe area which is the kitchen. A Covid-19 First Aid Box is stored in the end cupboard by back door. Ask others in the group to provide contact details if you do not already have them and then to leave the premises, observing the usual hand sanitising and social distancing precautions, and to advise them to launder their cloths when they arrive home. Inform the trustee responsible for the hall 01235 869171.
17. You will encourage all those attending your activity to wear a face covering when using confined areas such as the entrance hall, for the safety of others.

You - means you or your nominee. **We** – means CHAFT.