

**CHARNEY HALL & FIELD TRUST (CHARITY NO. 294765)**

**BOOKING FORM FOR:**

**HIRE OF THE CHARNEY BASSETT VILLAGE HALL**

- **FOR A PRIVATE FUNCTION OR ONE-OFF EVENT**
- **REGULAR USE BY A GROUP/ORGANISATION**

**COST** of hiring the Hall is.

- £12 per hour for a regular booking i.e. weekly/fortnightly/monthly payable in arrears end of March and September or by invoice.
- £12 per hour for one off booking, payable at the time of booking.

Any variation from these fees requires the approval of the Management Committee.

<b>NAME</b> (applicant must be aged 18 or over)	
<b>CONTACT DETAILS</b> (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)	
<b>DATE &amp; TIME</b> of proposed event.	<b>One off/regular use</b> <b>Weekly / Fortnightly/ Monthly</b> (delete as appropriate)
<b>DETAILS OF THE EVENT</b> including numbers and age range of those attending. 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.	
<b>EQUIPMENT BROUGHT TO THE HALL</b>	Will candles, lanterns or decorations be used at the event? <b>Y/N</b> Will electrical equipment be brought to the hall? If so, give details.

I certify that the above information is correct, and that I have read and understand the 'Conditions of Hire'. 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. I have read and understood the summary of Hirers' Public Liability Insurance cover and the Extension of Public Liability document provided by CHAFT's insurers and I will comply with all applicable terms and conditions therein.

Signed

Date

Please return this form to the Bookings Coordinator: - Linda Ritchie Hazeldene Chapel Lane OX12 0EX Tel. 01235 867 587, email [bookings@chaft.org](mailto:bookings@chaft.org)

More Information on the Trust and relevant policy statements are available on the village website [www.charneybassett.org.uk](http://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': \_\_\_\_\_

## 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.

**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 hall. 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.
- 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.

**BROADBAND** is available in the hall.

### **LICENSING**

- The hall has a performing rights (PPL) licence.
- The hall is not licensed for the sale of alcohol.
- The hall does not have a TV licence it is therefore illegal to watch live TV on any device. **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.
- A copy of the Hirers' Public Liability 'Summary of Cover' is available on request.