# Peterston Church & Community Hall

**Ffordd-yr-Eglwys, Peterston-super-Ely CF5 6LE, 07840 106129**

**BOOKING FORM and HIRING AGREEMENT**

I understand and accept the ‘Conditions of Hire’ below for the use of Peterston Church and Community Hall.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(group name)

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Time: from \_\_\_\_\_\_\_\_\_\_\_\_ to: \_\_\_\_\_\_\_\_\_\_\_\_\_

Set Up Time : from \_\_\_\_\_\_\_\_\_\_\_ to : \_\_\_\_\_\_\_\_\_\_\_\_\_

Clean Up Time : from \_\_\_\_\_\_\_\_\_\_\_ to : \_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facilities: Main Hall / Small Hall / Kitchen / Committee Room (please circle as applicable)

Names of two

responsible adults \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please be aware of responsibilities entailed before entering names, your particular attention is drawn to Conditions 5, 7 & 16.***

***Your signature on this agreement confirms we may use your personal data in accordance with our Data Protection Policy.***

*Please note: If you are supplying alcohol at your event, there will be an additional charge of £15 to cover the cost of the Premises Licence. If you are hiring the Hall’s AV equipment, please include appropriate fee.*

Supply of alcohol: I will be supplying alcohol at this event Yes / No (please circle as applicable)

I will be hiring the Audio Visual equipment Yes / No **A. B. C.**  (please circle as applicable)

**Please complete this form and return it to The Booking Secretary; Tonia Morgan , 33 Le Sor Hill, Peterston-super-Ely CF5 6LW**

**If paying by cash or cheque, please enclose your hire fee and bond payment of £100, plus £15 if you are supplying alcohol, plus appropriate fee if hiring AV equipment.**

***Please make cheques payable to ‘Peterston Church & Community Hall’***

**If you wish to pay by BACS transfer, please let us know by signing here …………………………………………………………………..**

***Bank Sort Code 52 30 03 A/C No. 30121175 Account Name: Peterston Church and Community Hall***

**PLEASE NOTE: your booking is not confirmed until this form and all appropriate fees have been received.**

# CONDITIONS OF HIRE

1. **Undertaking of the Hirer**

**The Hirer undertakes** to ensure he/she has an understanding of the Conditions of Hire

1. **Supervision by the Hirer**

**The Hirer undertakes** to be present, or arrange for sufficient competent representatives to be present, throughout the hiring, to ensure the provisions and stipulations contained, or referred to, in the Conditions of Hire and any applicable licences are complied with.

1. **Responsibility of the Hirer**

**The Hirer shall be responsible during the period of hire for:-**

* ensuring that all conditions of the Premises Licence are complied with – see Item 5 below
* ensuring the care and safety of the number of people using the Hall, the supervision of premises, fabric and contents, from damage or change of any sort
* ensuring that the purpose and conduct of the hire does not disrupt the use of any other room hired by others
* ensuring that nothing is stuck to the walls and no drawing pins are put into any wooden surface, that everything is left clean and tidy, with rubbish and recycling removed at the end of the hire period
* ensuring that all equipment, chairs and tables have been returned to storage positions tidily, the premises are cleared of people by 1 am, all lights switched off, all audio visual equipment, including microphones, switched off and secured, and the building secured by use of the key supplied, except for any facilities or room in use by another continuing hire
* ensuring that no chairs or tables are taken outside the premises, without written permission from the booking secretary
* 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 road outside the Hall
* **ensuring no excessive noise occurs, particularly late at night or early morning, with a minimum of noise being made by any person on arrival or departure**
* ensuring that any food prepared, taken into, or served on the premises has been properly prepared, stored and is served in compliance with guidelines set by Health & Safety regulations. When serving food at your event, please ensure an entry is made in the file ‘Kitchen Safe Usage Log’, which is kept in the kitchen
* ensuring that NO children enter the kitchen at any time
* ensuring that no animals (including birds), except guide dogs, are brought into the building, without written permission of the Hall Management Committee
* ensuring that NO animals whatsoever enter the kitchen at any time
* ensuring that any electrical appliances brought onto the premises and used there shall be certified safe and in good working order, and used in a safe manner, using residual current circuit breakers where appropriate. If anyone brings their own equipment, a Method of Operation Statement for such equipment must be produced on request.
* ensuring that no LPG appliances or highly flammable substances are brought onto the premises, including the outside spaces

1. **Premises Licence**

**The Vale of Glamorgan Council Licensing Department has granted the Hall a licence** from 9 am to midnight each day of the year for performance of plays, exhibition of films, indoor sport, performance of live music, playing of recorded music, performance of dance, karaoke, children’s entertainers, provision of facilities for making music, dancing, entertainment, late night refreshment and supply of alcohol for consumption. PLEASE NOTE: The Hall is NOT licensed for adult entertainment, e.g. strippers etc.

1. **Premises Licence requirements**

**The Hirer is responsible for ensuring that:-**

* no nuisance or annoyance is caused to local residents and particularly in relation to noise emanating from the Hall during their period of hire, and that no breach of local authority byelaws occurs
* **all doors remain closed throughout the period of hire, except for access and egress**
* **all doors AND windows remain closed whilst live bands are performing or rehearsing**
* no alcoholic drinks are served to those under the age of 18 and that proof of identity is requested of those who appear to be under the age of 21
* **no alcoholic drinks are taken outside after 9 pm**
* no alcoholic drinks are served after 11.30 pm
* for safety reasons, glasses are collected regularly
* no mobile appliances utilising cylinders or containers of flammable gas are to be used on the premises.
* the Hall is vacated quietly no later than 1 am, with no loitering outside the Hall and no sounding of car horns. If necessary, Hall clearing can be continued after 8 am the following morning.
* ***PLEASE NOTE: A breach of these conditions may lead to your event being terminated prematurely and may also lead to prosecution by the local authority***

1. **Use of Premises**

**The Hirer shall:-**

* Draw attention of audience/gathering to all Fire Exits, which are clearly marked and must be kept free of obstruction at all times
* Not sub-hire or use the premises for any purpose other than that described in the hiring agreement
* Not use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way
* Not do anything or bring onto the premises anything which may endanger the premises or render invalid any insurance policies in respect thereof
* Ensure any naked lights, e.g. candles, are used only on tables in a protective container, **not** on ledges
* Not allow the use of drugs on the premises or allow smoking in the building

1. **Compliance with The Children Act of 1989**

**The Hirer shall** ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons have access to the children. For those working with children, the Booking Secretary requires a copy of your child protection clearance for your particular activity.

1. **Compliance with other relevant legislation**

**The Hirer shall** ensure that the users:

* do not contravene the ***law relating to gaming, betting and lotteries***

1. **Indemnity**

**The Hirer shall** indemnify and keep indemnified each member of the Peterston Church and Community Hall Management Committee against:-

* + 1. the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the premises, and,
    2. against all actions, claims, and costs of proceedings arising from any breach of the Hall Terms and Conditions of Hire
    3. all claims in respect of damages, including damage for loss of property or injury to persons, arising as a result of the use of the premises (including the storage of equipment) by **the Hirer.** As directed by the Hall Management Committee, **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 loss of contents.

1. **Insurance**

The Peterston Church and Community Hall is insured against any claims arising out of its own negligence and its public liability cover extends to cover non profit making, i.e. non-commercial, hirers.

1. **Accidents and Dangerous Occurrences**

**The Hirer must** report all accidents involving injury to the public to a member of the Hall Management Committee as soon as possible, and complete the relevant section of the Accident Book (kept in first aid box in kitchen). Any failure of equipment, either that belonging to the Church and Community Hall, or brought in by **the Hirer**, must also be reported as soon as possible by telephoning 07840 106129

1. **Stored equipment**

The Peterston Church and Community Hall Management Committee accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property, other than that stored on the premises by agreement, must be removed at the end of each hiring period. The Hall Management Committee may dispose of any such items 7 days thereafter at its discretion, by sale or otherwise on such terms and conditions as it thinks fit, and charge **the Hirer** daily storage fees and costs incurred in storing and selling or otherwise disposing of the same.

1. **No alterations**

No alterations or additions may be made to the premises or may any fixtures be installed (or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Management Committee. Any alteration, fixture or fitting, or attachment, so approved shall, at the discretion of the Management Committee remain in the premises at the end of the hiring and become the property of the Peterston Church and Community Hall or be removed by **the Hirer. The Hirer must** make good to the satisfaction of the Hall Management Committee any damage caused to the premises by such removal.

1. **Cancellation by the Hirer**

***Please note: your booking is not confirmed until your hire fee and bond payment are received***. Cancellations within 72 hours will incur a 50% charge. Cancellations within 24 hours of your agreed booking will incur a 100% charge.

1. **Cancellation by the Peterston Church and Community Hall**

Peterston Church and Community Hall Management Committee reserves the right to cancel a hiring by written notice to **the Hirer,** where possible, in the event of the premises being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election or referendum or, the Management Committee reasonably consider that:

* + 1. such hiring may lead to a breach of the licensing conditions, or other legal or statutory requirements, or
    2. unlawful or unsuitable activities may take place at the premises as a result of the hiring, or
    3. the premises have become unfit for the use intended by **the Hirer**

In any such case **the Hirer** shall be entitled to a refund of any bond or hire fees already paid, but the

Management Committee shall not be liable for any resulting direct or indirect loss or damages whatsoever.

1. **Two responsible adults** must be named on the Hiring Agreement and they must ensure that **all** conditions of hire are complied with and **all** requirements of the Premises Licence are met. **They must also ensure that access to the main door is controlled throughout their period of hire and doors remain closed throughout the period of hire, except for access and egress. They must also ensure that doors AND windows remain closed whilst live bands are performing.**
2. A bond payment of £100 is required (paid by cheque or by BACS transfer), in addition to the agreed hire fee, and must be received at least 7 days before the hire period begins. The bond cheque will be destroyed or returned (if requested), or the BACS payment repaid, when the premises are found to be satisfactory and if there has been no breach of the Conditions of Hire. In the event of **the Hirer** breaching the Conditions of Hire, the £100 bond will be forfeited.
3. **Collection of key.** To arrange to collect a key at the start of your hire period, call **07840 106129** at least 24 hours in advance. The key must be returned to the booking secretary the same day or the following morning by 9am. If there is no reply, please leave a message or call any of the numbers listed below.
4. **Data Protection Policy.** Our policy is displayed on our web site and signature on our hiring agreement confirms your agreement therto.
5. **The hirer** is required to complete the attached Declaration and return it to the booking secretary. Payment may be made by cash or cheque, or by BACS transfer. **Please send to: The Booking Secretary, Tonia Morgan , 33 Le Sor Hill, Peterston-super-Ely CF5 6LW** Details for BACS transfer: Sort Code 52 30 03 Account Number 30121175.

**Hall hire contact numbers: 07840 106129**

**PETERSTON CHURCH AND COMMUNITY HALL**

**HIRE CHARGES**

|  |  |  |
| --- | --- | --- |
|  | **Hire rate** | **Local rate (village residents)** |
| **MAIN HALL** | 25.00 per hour | 20.00 per hour |
| **SMALL HALL** | 12.50 per hour | 10.00 per hour |
| **BAY WINDOW END OF MAIN HALL** | 7.50 per hour | 7.50 per hour |
| **WHOLE HALL** | 125.00 per 5 hr session | 100.00 per 5 hr session |
| **CHILDREN’S PARTIES** | 30.00  for a 2 hour hire  Extra preparation and clear up time @ £3 an hour | 30.00  for a 2 hour hire  Extra preparation and clear up time @ £3 an hour |
| **PREPARATION TIME** | 3.00 per hour | 3.00 per hour |
| **AUDIO VISUAL EQUIPMENT** | **A**. Microphones + amp £5  **B**. AV system: £15  **C**. Microphones + AV system: £20 | **A**. Microphones + amp £5  **B**. AV system: £15  **C**. Microphones + AV system:£20 |

***ALL BOOKINGS INCLUDE USE OF KITCHEN AND ITS EQUIPMENT***

**A discount of 25% is offered to regular hirers who agree to pay three monthly in advance.**

**A discount of 10% is offered to hirers who hire the hall for over 4 sessions a week.**

**EQUIPMENT HIRE – if Hall premises are *not* hired**

Tables (30+) £5.00 per day each) losses / damage charged at cost

Chairs (50 grey plastic folding) £1.00 per day each)

High chairs (2) £1.00 per day each

***Please note: the brown upholstered chairs must not be removed from the Hall***

**Glassware, crockery & cutlery**

The Hall has an ample supply of these, but you may wish to hire your own and especially if you are using caterers, who usually like to bring their own.

*Updated April 2018*

**PETERSTON CHURCH AND COMMUNITY HALL**

**DECLARATION**

Peterston Church and Community Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. Please confirm which licensable activities will take place at your event.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **The Hall is licensed for** | **Times for which the activity is licensed** | **Please ✓**  **activities to take place at**  **your event** |
| a. The performance of plays | Yes | 9 am to midnight |  |
| b. The exhibition of films | Yes | 9 am to midnight |  |
| c. Indoor sport | Yes | 9 am to midnight |  |
| d. Boxing or wrestling entertainment | No |  |  |
| e. The performance of live music | Yes | 9 am to midnight |  |
| f. The playing of recorded music | Yes | 9 am to midnight |  |
| g. The performance of dance | Yes | 9 am to midnight |  |
| h. Entertainments similar to those in a - g | Yes | 9 am to midnight |  |
| i. Making music (indoors) | Yes | 9 am to midnight |  |
| j. Dancing (indoors) | Yes | 9 am to midnight |  |
| k. Entertainment similar to those in I - j | Yes | 9 am to midnight |  |
| l. The provision of hot food/drink after 11 pm | Yes | 9 am to midnight |  |
| m. The consumption of alcohol (indoors)  **(outdoors)** | Yes  Yes | 9 am to midnight  9 am to **9 pm** |  |

**Please complete the Hiring Agreement on page 1 of this document**