

KNOWBURY MEMORIAL HALL BOOKING FORM

(PLEASE PRINT CLEARLY)

Name _____ Tel. No. _____ Email _____

Address _____

Date of Function _____ Hire Start Time _____ End Time _____

Regular Booking ? Annually : Monthly : Weekly : Other (Please specify) _____

Type of Function _____

*** Please submit a copy of any necessary insurance certificate. ie for a bouncy castle ***

I wish to check the hall and collect keys at: _____ (On booking Day, No more than 30 mins before booked start time)

Hirer's Signature _____ Date _____

*Please note – The Hirer is responsible for compliance with the “Hire Conditions”. They must also familiarise themselves with the “fire actions” and be in charge in the event of a fire.***Hire Charge** (£12 per hour, see page 2 for details) £ _____

Less non-returnable booking deposit * (£20 or 25% of hire charge [the greater of]) £ _____

Balance £ _____**Additional hire charges**

Bromley Arms, run by the hall committee (£5 per hour, minimum 3 hrs) Qty _____ Total £ _____

Bar closes 11pm (Late opening is subject to agreement / availability and an additional charge)

Outside Bar, run by hirer in Kitchen or Hall (please indicate) ☐

Please note the Hall does not provide glassware

*Hirer must have somebody on site with a Personal Alcohol Licence - Evidence of licence will be required by the Hall
If the hirer has no licence holder available to attend, this booking option will not be available*

'Bring Your Own Alcohol' Event - Please note the Hall does not provide Glassware

*These will be assessed individually - KMH committee will have final decision on the licence requirements with hirer*Heating (£3 per hour outside of hired hours) **Start Time** _____ am/pm Qty _____ £ _____

Use of Skittle Alley (£25) £ _____

Use of stage lighting/session POA

Total Balance Due £ _____

Optional use of hall cleaner (£30 separate payment in cash please)

To confirm the booking - please return the following within 7 days to –Knowbury Memorial Hall, Caynham Road, Knowbury or **email:** knowburymemorialhall@gmail.com

- ☐ This booking form completed and signed
- ☐ £20 or 25% booking deposit**see above
- ☐ The signed 'Hire Conditions' form

N.B. Balance of booking fee and £100 returnable deposit payable via BACS or cash at time of final payment (see over and on “Hire Conditions” form).

KNOWBURY MEMORIAL HALL **HALL CHARGES FROM JANUARY 2025**

Standard booking: £12 per hour (minimum hire 3 hrs)
£3 per hour heating charge for heating required outside booked hours

Early access for event setup should be requested on an event by event basis due to the Hall needing to be available for possible short notice or same day bookings.

Heating **should not** be put on early unless booked and paid for accordingly. Heating/hot water instructions are located in kitchen, on right hand side of entrance

NO third party heating devices should be used for cost and safety reasons.

Standard booking includes the use of the main hall, kitchen, toilets and stage.

All bookings require a £20 or 25% (whichever is greater) non-returnable booking deposit paid when confirming the booking.

When the keys are collected for the event, please pay the balance **and** a £100 damage deposit via BACS or cash. The £100 is required as a returnable deposit in case of failure to comply with the hire regulations or for damages incurred to the Hall or equipment. The damage deposit is required for **any** booking outside the scope of a regular meeting or class.

Copy of KMH licensing restrictions, obligations and protocols is available on request.

THE FOLLOWING IS APPLICABLE ONLY IF THE HIRER IS RUNNING A BAR.

Under the licensing act 2003, it is a requirement that any person selling alcohol must have permission to do so from the Trustees. **If all licensing requirements are met** we therefore authorise the undersigned to act as temporary supervisor for the duration of the hire, and instruct them to ensure that ALL conditions of the Licensing Act 2003 are adhered to. If any clarification of this act is required The Hirer should contact the booking secretary.

Booking Secretary - C. Brittain ~ 07926 985620

Email ~ knowburymemorialhall@gmail.com

I, The Hirer, hereby agree to act as Temporary Supervisor for the duration of the hire, and will ensure that The Licensing Act 2003 is adhered to for Licensable Activities appertaining to this hire, I understand that I can receive help and advice from the Chairman of the Trustees if required, I will also be responsible for taking away all recyclable waste.

Name of nominated bar person (PLEASE PRINT) _____

Signature of Hirer _____

Ways to pay

Cheques made payable to 'Knowbury Memorial Hall'

BACS transfer details: Lloyds Bank; Sort code: 30-95-27; Acc.no. : 00092125

Name of account: - "Knowbury Village Memorial Hall Fund"

KNOWBURY MEMORIAL HALL

Hire conditions – to be signed and returned with booking

Please read carefully before signing and returning the booking form together with these conditions.

1. The Hall Trustees reserve the right to refuse any application for the hire of the Hall and to refuse admission to any person or persons.
2. Should unforeseen circumstances render the Hall unavailable, the Hall Trustees shall be entitled to cancel any hiring previously made. They will give as much notice as possible to the hirer and return all of the booking fee.
3. The booking form should be returned within seven days of making a verbal booking in order to confirm. Failure to do so may lead to cancellation.
4. The remainder of the booking fee, together with the £100 damage deposit, to be paid upon collecting keys and making a pre-hire check of the Hall. In certain circumstances, damage deposit may be waived at the discretion of the trustees.
5. The Hirer will be responsible for the costs of repairs or replacement of items broken or lost during the period the keys are held.
6. Proof of personal licence to be provided, prior to collecting keys, if outside bar is being run by hirer
7. Any equipment or materials brought into Hall which could potentially cause harm, must be covered by Public Liability Insurance.
8. With the exception of service dogs, no dogs are permitted access to the hall.
9. If bar is hired, due to licensing laws, ONLY drinks purchased at the bar may be consumed. No persons, hirer or otherwise, shall sell or distribute alcoholic drinks without a personal license and/or prior agreement of the Hall trustees.

The £100 deposit will be refunded only if these conditions are adhered to. If replacement or repair costs are incurred the trustees will inform the Hirer of costs involved. Should these costs exceed the paid deposit, the trustees reserve the right to make an additional charge to cover all the costs of repair or replacement.

THE BUILDING

Upon completion of the hire period please leave the hall clean and tidy and with kitchen, toilets & main hall left as you found them. **This includes floor swept, toilets flushed, lights off, ALL tables & chairs to be wiped and put away, ALL bins emptied (toilets & kitchen), dishwasher emptied, ALL your property is removed.**

Cleaning materials are available, please provide your OWN bin bags. There is a £30 charge if you wish to employ the services of the hall cleaner, or if the hall is left uncleaned. (See booking form)

All non-recyclable rubbish to be placed in the black bin outside with the lid closed completely. If the bin is full, please bag and take away any excess.

Please sort and dispose of all recyclable waste (clean paper, glass and plastics). These can be taken to any recycling centre. There may be charges for sorting and disposal of waste.

Heating/hot water turns off automatically.

In order to avoid damage to the floor, furniture should not be dragged across the floor, it should be stored as shown in the photos on the walls of the storeroom.

Property stored in the hall belonging to other organisations must not be used.

The Hall shall not be used for illegal purposes.

All functions shall cease at the end of the appointed time and the premises be secured.

SUPERVISION AND SAFETY

1. Admission to the Hall must not exceed: -
 - a. 150 when used for dancing or closely seated audiences
 - b. 110 for dancing and seating at tables.
 - c. 120 for functions utilising seating at tables.
2. Fire doors to be closed and free from obstructions or trip hazards.
3. A responsible person shall be in charge of the function at all times.
4. A certificate of insurance must be produced for use of any hired third party equipment (i.e. a bouncy castle)

SMOKING OR VAPING IS NOT PERMITTED ON THE PREMISES AT ANY TIME

I agree to be bound by these conditions: Signed _____ Date _____

Print Name _____

Returnable deposit of £100 to be paid by BACS/Cash (please circle)



FIRE



Action in case of fire

1. On discovering a fire shout “Fire, Fire, Fire”.
2. Organiser, or acting premises supervisor to take charge of procedures. Remove any obstructions or trip hazards in front of fire exits.
3. Fight fire with appropriate appliances if safe to do so.
4. Check toilets for occupancy.
5. Close all doors and windows to contain fire.
6. Evacuate building by nearest safe fire exit to assembly point. Main Hall- use front door and left rear fire exit, Kitchen- use kitchen fire exit, Bromley Arms- use bar fire exit
7. Telephone the Fire Brigade. **

**** N.B. ****

There can be poor mobile telephone signals in the hall. Usually a signal can be found near the car park gates. Please check before your event.

Assembly Point

Please use the village green, opposite the village hall car park, by the telephone box.

Location of Fire Appliances

Hall – two water extinguishers for paper, wood etc.

Stage – one carbon dioxide extinguisher for electrical fires

Kitchen – fire blanket & dry powder extinguisher for fat or oil fires

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Copy of Hire Conditions - Please detach and keep for reference

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