

**Leigh on Mendip Memorial Hall**  
**Booking Form and Conditions of Hire**  
**(As from January 2023)**

**1. Supervision**

The Hirer, who must be 18 or over, shall be responsible for supervision of the premises, and the behaviour of all persons using the premises, and has a duty of care for the safety of those present at their event. They must report to the Village Hall health and safety officer (Vicki Taylor 01373 813942) any incidents which have led to injury or damage, and cooperate with any investigation undertaken to prevent accidents and re-occurrence of incidents. The Hirer shall pay for any damages incurred

**2. Fire safety**

Please read the enclosed fire safety document. The Hirer is responsible for ensuring the fire prevention measures are followed in full, and for ensuring the fire safety plan is followed.

**3. Hygiene**

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene regulations. Please check the cooker and/or microwave aren't left on before leaving the premises, (although the wall switch for the cooker should be left on).

Please clean the oven after use.

Please clean any tables used.

Please take away any rubbish with you.

**4. Compliance with The Children Act 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 Care Standards Act of 2000

**5. Animals**

The Hirer shall ensure that no animals except guide dogs are brought into the premises, other than for a special event agreed to by the Village Hall.

**6. Bouncy Castles**

If the hirer also wishes to hire a bouncy castle for a child's party, please can they contact the booking clerks beforehand. Smaller bouncy castles can be used inside the hall but there is a height restriction because we have a projector suspended from the ceiling.

**7. Supply of Illegal Drugs**

No illegal drugs may be brought onto the premises.

**8. Capacity**

The number of people on the premises shall not exceed 176 closely seated, 160 for dancing, 88 seated at tables or 77 dancing with seating at tables.

**9. Payment**

The hire fee is payable as soon as possible after receiving an invoice from us.

## 10. Cancellation

If the Hirer wishes to cancel the booking they should inform the booking clerks as soon as possible. The Village Hall reserves the right to cancel a hiring by notice to the Hirer in the event of:

- (a). the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- (b). an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or similar disasters.

## 11. Insurance

The Village Hall is insured against any claims arising out of its **own** negligence. Business Hirers shall take out their own insurance. The Hirer shall indemnify the Village Hall management committee against the following:-

- (a) the cost of repair of any damage done
- (b) all claims arising as a result of the use of the premises by the Hirer
- (c) all claims resulting from any nuisance caused to a third party as a result of the use of the premises by the Hirer.

The Village Hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises,

## 12. Equipment failure

Please report any failure of equipment belonging to the Village Hall as soon as possible.

## 12. Licensable Activities

The hall has a Premises Licence to cover regulated entertainment and use of alcohol. A summary of the Premises Licence is on display in the hall. Attention is drawn to the following conditions.

### (a) Hours

The hours available for licensable activities are 9.00 until 24.00 Monday to Saturday, and 9.00 until 23.00 on Sundays. In order to hold a licensable activity not covered by the Village Hall's Premises Licence, a Temporary Event Notice, (TEN), will be required

### (b) Alcohol

Ensure you have completed an alcohol application form if you intend to use alcohol. There is a £10 fee added to your invoice for this.

### (c) Dangerous and unsuitable Performances

Performances involving danger to the public, or of a sexually explicit nature, shall not be given, and children restricted from viewing films that are not classified for their age.

## 13. Covid restrictions

The government now advise that Covid be treated like any other respiratory infection like flu. Consequently you should just advise anyone against attending your event if they have symptoms of Covid or have tested positive for it. Attendees do not need to wear a facemask but please respect those who still wish to do so. There is always the possibility that outbreaks of a new Covid variant might require stricter regulations to be brought in again. If you have made a booking we will contact you as soon as possible if any changes are announced, and please comply with these new regulations. If you have to cancel as a result we will refund your hire charge.

Please read all these conditions of hire and retain for your own reference. Thank you

**Please fill in this form to show that you accept the conditions of hire and return it to:**

**Ann and Roger Orpwood, Rose Cottage, Leigh on Mendip, BA3 5QP.**

**Name**.....

**Address**.....

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**Phone Number**.....

**Email address**.....

**Nature of event**.....

**Date and times of event**.....

**Signature**