



DARSHAM VILLAGE HALL

Cheyney Green, The Street, Darsham, IP17 3FA
Registered Charity Number 230730

Darsham Village Hall Committee are Trustees who manage the Hall on behalf of the community of Darsham and as such welcome you, the Hirer, to Darsham Village Hall and ask you to help us maintain this community asset.

BOOKING FORM

Please agree dates & times with the Booking Secretary – Jill Edwards Tel. 01728 668867 or bookings@darshamvillagehall.net .

Please complete all fields below & email to bookings@darshamvillagehall.net or post to booking office postal address – Garden Cottage, Darsham, Saxmundham, Suffolk, IP17 3PZ

The conditions of hire are below this form. Please read on application & adhere to at all times.

Charges for use of the hall

The following rates cover heating & other services. The charges are for a session. A session means all or part of a morning, afternoon or evening.

- Mornings are – 8am -1pm
- Afternoons are 1pm – 5pm
- Evenings are – 5pm to 11pm

Darsham Residents & Regular Hirings - £20 per session

Non- Residents & Single Hirings - £25 per session

Please call the Booking Secretary within 24 hours of your session to obtain the current key code.

Name of Applicant	
Address	
Telephone Number	Land-line - Mobile -
E-mail Address	
Nature of Function	
Date of Function & Time of Session required	

Number of persons expected: <i>(95 maximum)</i>	
Kitchen equipment required (e.g. cooker/microwave etc.) Available at additional cost £25	
Please advise if access to projector & screen will be required	
Payment details	
If you would prefer to make a BACS payment our details are:- HSBC Sort Code - 404020 Account Number - 00277053 Reference "Hall Booking" followed by your surname/name of organisation	Bank Transfer arranged for £
All cheques to be made payable to "DVHMC"	Cheque Enclosed for £
	Cash Enclosed for £
	Deposit Paid £
	Please advise if you would like to receive an invoice

All aspects of the hall are fully accessible to people with disabilities. There is a hearing loop for those with auditory difficulties.

Please leave the premises quietly at all times. Darsham Village Hall has close neighbours; please avoid disturbing them.

All contracts of hire in respect of Darsham Village Hall are subject to the Terms & Conditions of Hire as attached.

Please read before you sign. The person signing (**The Hirer**) must be over the age of 21 years and will be held responsible for ensuring that conditions of hire are adhered to.

I confirm that I have read and understand the terms and conditions of hire.

Signed

Date

Terms and Conditions of Hire

Operational Hours : For the purposes of hire the operational hours of the Hall are :

Monday – Saturday 09.00 hours to 23.00 hours
Sunday 09.00 hours to 22.30 hours

All applications for the hire of the building must be made using this form and sent to the Booking Clerk. The person named on the booking form shall be considered the Hirer. Where an organisation is named, the person signing hereby confirms that they do so with the full authority of the organisation. The Hirer must be over **21** years of age. A provisional booking will not in itself form an agreement to hire – the Booking Form with the relevant fee must be completed and returned to the Booking Clerk before the event is considered to be “booked”.

The hire fees shall be those shown on the booking form **as** determined by the Hall Committee and must be paid at the time of booking.

Bookings may be cancelled by the hirer by giving at least fourteen days’ notice in writing. Cancellations after this time may incur a charge.

Darsham Village Hall Committee reserve the right to cancel this hiring in the event of the Hall being required for use as a Polling Station in which case the Hirer will be entitled to a refund of any deposit already paid.

A deposit of £50 will be required for one-off bookings. This may be paid in the form of a cheque which will be held and returned subject to any breach of these regulations.

The maximum number of persons allowed at any one time is 150, with a maximum of 150 standing/dancing or 120 seated at tables.

The facilities shall be left in a clean and tidy state i.e. to the same standard as prior to hire. It is the responsibility of those using the premises to clean up any spillage immediately. If exceptional cleaning is necessary as a consequence of the hirer’s use of the premises, the hirer will be responsible for the full cost of such cleaning.

Darsham Village Hall Committee cannot accept responsibility for any loss, damage or accidents occurring during use of the premises. The hirer will be responsible for the cost of rectifying any damage to the building, furniture or other property that occurs during the period of hire.

Particular attention is drawn to the following:

- External doors and windows must be closed and made secure and all lights, heating and cooking equipment (if used) must be turned off when leaving the building.
- The gates must be closed and secured when leaving the grounds.
- Floors, sinks, basins and WC’s in all the rooms to which the Hirer has access to must be left clean and tidy.
- Children must be supervised at all times.
- Care should be taken when handling heavy/bulky objects such as furniture; advice on manual handling can be found on the HSE website, www.hse.gov.uk.
- Fire exit routes must not be blocked or restricted.

NO sale of Alcoholic drinks maybe undertaken unless permission is sought from the Hall committee and a TENS for the building has been applied for by and in the name of the Hirer. Without a valid TENS it is against the law to sell alcohol on these premises.

The hirer must familiarise him/herself with the emergency procedures and with the plan of the building. They should also note Emergency exits, Emergency lights, Fire alarm points, Fire fighting equipment and First Aid Kits and observe any fire alarms. A defibrillator is located on the outside of the Hall, facing the car park and the necessary entry code can be obtained by phoning 999.

Any accident must be recorded in the Hall Accident Book to be found in the kitchen.

The hire period is the time that the hirer commences and finishes using the Hall. It includes the time taken for setting up and clearing up.

The hirer confirms that they are aware of the Hall's policies for Equal Opportunities and the Protection of Children, Young Persons & Vulnerable Adults and will undertake to ensure that they work within them. The policies are displayed within the Hall.

With the exception of Assistance Dogs, no dogs shall be brought into any part of the building, nor should they be allowed to foul the boules court.

No nails, Blu-Tac or fastenings of any kind shall be put into or onto any wall, partition or other fittings or furniture.

All electrical and other equipment brought onto the premises by the hirer or by third parties for use during the hire period remains their responsibility and must be well maintained and have a current PAT (Portable Appliance Test) certificate.

The hirer shall if preparing, serving or selling food be aware that it is their responsibility to observe all relevant food health & hygiene legislation.

Smoke machines, haze generators and similar equipment must not be used anywhere within the building as these will very likely trigger the fire alarm. False alarms are undesirable – primarily as they will significantly disrupt your event.

In general, any waste materials and left over food and drink must be taken away following your event as the waste bins outside the Hall have limited capacity. However, any broken glass or similar material which may be a hazard should be deposited in one of these bins as soon as possible. Sharp objects should first be wrapped in newspaper or similar material to minimise the risk of injury.

SMOKING IS NOT ALLOWED in any part of the building.

Darsham Village Hall Committee reserves the right to refuse a booking request. The Committee's decision shall be final.

Darsham Village Hall Committee reserve the right by notice to the hirer, to terminate any booking with due reason and shall not be under any liability to the hirer for any loss beyond repayment of any fees paid.

Darsham Village Hall Committee holds a licence from East Suffolk Council covering entertainment activities including performance of live and recorded music, exhibition of films, performance of dance and performance of a play. Darsham Village Hall Committee also holds a license from PRS for Music and PPL relating to copyright associated with live and recorded music. A Wi-fi connection is also available for hirers.

Car park - Parking is at owners risk and DVHMC will not accept responsibility for any damage, accidents or loss.

Reference to "the Hall" includes all rooms in the building.

PLEASE NOTE: NO PERSON OTHER THAN A NOMINATED MEMBER OF THE HALL COMMITTEE IS ALLOWED TO OPERATE THE INTERNAL CONCERTINA DOORS

Additional requirements specific to the nature of the booking or location booked may apply and will be advised at the booking stage.

