

Skelton on Ure

Reading Room

Skelton on Ure Parish Council Reading Room
Booking Form

Details of Hirer:	Name: _____ Organisation: _____	
	Address: _____	
	Post Code: _____	
	Tel No: _____	Email: _____

BOOKING REQUIREMENTS

Date(s) Required	Time, including setting out & cleaning time		Total Number of Hours	Total Cost
	From	To		

HIRE RATES FOR 2018/19

- £8.00 per hour

EVENT DETAILS

Proposed Activity	Approximate Number of attendees
FOOD Do you intend to serve food at this event?	Yes / No (delete as appropriate)
ALCOHOL Do you intent to serve or sell Alcohol?	Yes /No (delete as appropriate)

Skelton on Ure Reading Room

I have read and agree to the conditions of hire which form a part of this agreement, I will make myself aware of the fire safety instructions. I agree to be present during the Hiring and to comply fully with this agreement (or inform the Bookings Coordinator in writing before the event of an authorised representative). I acknowledge the Committee's right to visit the Hall during the event should they see fit.
Signed as Hirer:
On behalf of:
Date:

Please return the completed form full payment ASAP to confirm the booking to:

The Bookings Co-ordinator,
 Jane Mosley, Talbot House, Skelton on Ure, Ripon, HG4 5AJ

e-mail: skeltonreadingroom@gmail.com

Cheques should be made payable to: Skelton cum Newby Parish Council

ALL accounts to be settled in full at time of booking

<i>Internal Use Only</i>	Tick List
On-line Diary Updated	
Payment Received	
Booking Confirmed – email or letter sent	
Large Party Housekeeping Bond Received	
Large Party Housekeeping Bond Returned	

Skelton on Ure

Reading Room

Agreement to be retained by the Hirer

THE AGREEMENT:

The signatory of the Hiring Form (the Hirer) agrees to the Terms and Conditions set out below

BOOKING: The completed Hiring Form should be sent with full payment to:

The Bookings Co-ordinator: Jane Mosley, Talbot House, Skelton on Ure, Ripon, HG4 5AJ

PAYMENT AND ENTRY: *All* accounts to be settled in full prior to the event. Please make cheques payable to Skelton cum Newby Parish Council. The Bookings Co-ordinator will provide you with the access code. The Parish Council reserve the right to request a 'large party bond' of £100 at time of booking which will be returned within 2 weeks of the event on satisfactory return of the hall.

PLEASE NOTE: There is neither landline at the Hall nor any public telephone in the immediate vicinity. Therefore the hirer must ensure that they have access to a working mobile phone

RESPONSIBILITY OF HIRER:

1. Supervise the premises and immediate environment, including the behaviour of all persons using the premises. Behaviour at parties should conform to high standards of decency and not include lewd behaviour.
2. Events for children and young adults must be supervised by a responsible adult at *all* times
3. *All* live music must be concluded by 11pm. If you are using Amplified Music you must seek consent of the Bookings Co-ordinator at time of booking.
4. Please respect the neighbours and leave quietly. The Village Hall is attached to a Private House please do not slam the doors.
5. If you are *selling* Alcohol you must apply for a temporary event notice from Harrogate Borough Council at a cost to yourself
6. Care for the fabric, contents and keys of the building.
7. Comply with all fire regulations as demonstrated by the bookings co-ordinator and listed in the hall. *No* live flames in hall including table candles and tea lights.
8. Please leave furniture as you found it.
9. Posters are not to be attached to the internal walls. The use of Drawing Pins, sticky tape or Blue tack is not permitted. Please use the free standing notice boards instead
10. Do not obstruct the Fire Exit.
11. Crockery and cutlery in the kitchen may be used, but must be washed and put away after use. Breakages should be reported to the Bookings Co-ordinator and may be charged for accordingly.

Skelton on Ure

Reading Room

12. Tablecloths and Tea towels may be used. Please leave used cloths in the kitchen.
13. Leave the premises and surroundings in a *clean and tidy condition*. Ensure *all rubbish* (including the kitchen bin) is in a tied black sack (provided) and placed into the wheelie bin located outside the building
14. Please note this is a *No Smoking* building throughout.
15. No Gaming, Betting or Lotteries may be organised which contravene the relevant law.
16. Explosives and flammable substances may not be brought onto the premises.
17. The Hirer shall carry out their own Risk Assessment for their use of the premises. The Parish Councils own Health & Safety Policy and Risks Assessments for the premises are on the Notice Board in the Main Hall
18. If preparing or serving food, observe all relevant food health & hygiene regulations.
19. In the Kitchen beware of slippery floors, and take care when moving hot items.
20. On leaving, switch off all the lights and ensure the internal doors are closed and the front door is locked.
21. Insurance and indemnity
 - a. The Hirer shall be liable for:
 - i. the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises
 - ii. all claims, losses, damages and costs made against or incurred by Skelton cum Newby Parish Council their employees, volunteers, agents or invitees in respect of damage or 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, and
 - iii. all claims, losses, damages and costs made against or incurred by Skelton cum Newby Parish Council their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, the Hirer shall indemnify and keep indemnified accordingly each member of Skelton cum Newby Parish Council Management village hall's employees, volunteers, agents and invitees against such liabilities.
22. CHILDREN & VULNERABLE ADULTS
The Hirer shall ensure that any activities for children or vulnerable adults comply with the relevant regulations and that only fit and proper persons who have passed the appropriate Disclosure & Barring Service (DBS) checks have access to children. The Hirer shall provide Skelton cum Newby Parish Council with a copy of individual DBS certificates and Child Protection Policy on request.

Skelton on Ure

Reading Room

23. ACCIDENTS & DANGEROUS OCCURENCES

The Hirer must report all accidents involving injury to the public to a member of the Village Hall Bookings Co-ordinator *as soon as possible* and complete the village hall's accident book (in the Kitchen with the First Aid kit). Any failure of equipment belonging to the village hall or brought in by the Hirer must also be reported as soon as possible.

24. ELECTRICAL APPLIANCE SAFETY

If the Hirer supplies their own electrical equipment, it must have been checked and marked as such by an approved PAT tester. All equipment must be used in a safe manner in accordance with the Electricity at Work Regulations 1989.

25. DRUNK & DISORDERLY BEHAVIOUR & SUPPLY OF ILLEGAL DRUGS

The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises. Alcohol may not be stored on the premises.

26. CANCELLATION:

In the event of the hirer wishing to cancel the booking please contact the Bookings co-ordinator as soon as possible. A refund of 50% of the booking fee will be returned if the cancellation is made up to two weeks prior to the event, after this date the fee will be forfeited. Skelton cum Newby Parish Council reserve the right, in the event of very severe weather, power cuts or other unforeseen eventualities which would not allow the event to proceed, to cancel an event and in these circumstances will advise the hirer immediately the problem is apparent. A full refund will be made.