

Briantspuddle Village Hall

Registered Charity No. 288210

BOOKING FORM

Please return this form before your event to:

Postal Address :	Bookings Officer, Briantspuddle Village Hall, Briantspuddle, Dorchester, DT2 7HT		
e-mail :	bookings@briantspuddlevillagehall.org.uk	Phone :	07512176292

Hirer's information:

Hirer :			
Authorised representative :			
e-mail :		Phone:	
Invoice Address :			

Information about the Event :

Title / description :	
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Areas Required :

Main Hall (£12 / hour)			Diamond Jubilee Room (£10 / hour)			Kitchen (£10 / hour)		
Start Time	End Time	Total Hours	Start Time	End Time	Total Hours	Start Time	End Time	Total Hours

Date Required :

Please enter the day and date (or sequence of dates for identical events) required in each month

2019	January	
	February	
	March	
	April	
	May	
	June	
	July	
	August	
	September	
	October	
	November	
	December	

Hirer's Authorised Representative's Name :

I have read and agree to comply with the terms and conditions set out on the two pages of this form :	
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Definitions

For the purpose of these conditions, the term THE HIRER will mean an individual or, where the hirer is an organisation, the authorised representative. The term BVH will mean the Briantspuddle Village Hall Trust (Registered Charity No 288210), its premises, fixtures and contents. The term THE COMMITTEE will mean the Trustees of the Briantspuddle Village Hall, its Committee members and volunteers acting on its behalf.

1. Supervision

THE HIRER will, during the period of hiring, be responsible for the supervision of BVH, its fabric and contents: their care, safety from damage however slight: or change of any sort. THE HIRER will be responsible for the behaviour of all persons using the BVH whatever their capacity: including proper supervision of car parking arrangements so as to avoid obstruction of the highway. THE HIRER will ensure that the minimum of noise is made on arrival and departure.

2. Use of BVH

THE HIRER will not use the BVH for any purpose other than that described in the hiring agreement. THE HIRER will not sub-hire or sub-let BVH or allow BVH to be used for any unlawful purpose or in any unlawful way. THE HIRER will not allow anything to be brought onto the premises which may endanger BVH or make invalid any insurance policies in respect of the BVH. THE HIRER will not allow the consumption of alcohol on BVH premises without prior agreement.

3. Licences – Music, Alcohol etc.

THE HIRER will be responsible for obtaining and complying with all licences and certificates as may be needed, statutory or otherwise, and any other regulations relating to the hiring. THE HIRER is responsible for the payment of any necessary fees. BVH is licensed with PRS and PPL to allow the playing of copyrighted music during periods of hiring. (See appendix for sources of further information)

4. Gaming, Betting and Lotteries

THE HIRER will ensure that nothing is done either on or in relation to the BVH in contravention of the law relating to gaming, betting and lotteries.

(See appendix for sources of further information)

5. Public Safety

THE HIRER will comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, Local Magistrates Court or other authority, particularly in connection with any event which includes public entertainment such as but not limited to dancing, music and stage performances. THE HIRER is responsible for nominating a responsible person or persons who must familiarise themselves with the emergency evacuation plan and the location evacuation assembly point. THE HIRER will ensure that access to all emergency exits is maintained free of chairs, staging or any other movable or fixed obstruction.

6. Health and Hygiene

THE HIRER will, if preparing, serving or selling food, observe all relevant food, health and hygiene legislation and regulations.

7. Smoking

THE HIRER will ensure that no smoking takes place anywhere within the building.

8. Flammables, Combustibles and Pyrotechnics

THE HIRER will ensure that no naked flames, paraffin heaters, oil lamps, gas heaters, bonfires, barbecues, fireworks or other pyrotechnic devices are lit or used in any part of the BVH, or within the immediate vicinity of the premises. THE HIRER will ensure that no combustible materials or decorations are placed near to light fittings, heaters or other possible sources of ignition.

9. Electrical Appliance Safety

THE HIRER will ensure that any electrical appliances or equipment brought into the premises have been tested and certified under the relevant regulations, and that they are safe and in good working order. Where relevant, THE HIRER must ensure that a portable residual circuit breaker is used with the equipment brought into the BVH.

10. Indemnity and Insurance

BVH extends its Public Liability and accidental damage insurance cover to THE HIRER except where the hire is for Political or Commercial use. THE HIRER will indemnify THE COMMITTEE against any damage to any part of the property or its contents that occurs as a result of the hiring. THE HIRER will indemnify THE COMMITTEE against any claim for costs, losses or damages that occur as a result of using the BVH. Where necessary, THE HIRER will be responsible for making arrangements for insurance cover against any third party claims which may be made against THE HIRER whilst using the BVH.

11. Accidents and Dangerous Occurrences

THE HIRER must report all accidents involving injury to the public to a member of THE COMMITTEE as soon as possible. Any failure of

equipment, either belonging to the BVH, or brought in by THE HIRER must also be reported as soon as possible. In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations certain types of accidents or injuries must be reported on a specified form to the local authority. The BVH COMMITTEE will assist any hirer in completing the form, if necessary.

12. Animals

THE HIRER will ensure that no animals (including birds) except guide dogs are brought into the premises, other than for specific events given prior approval by THE COMMITTEE. No animals whatsoever are to enter the kitchen at any time.

13. Compliance with Safeguarding Children legislation

THE HIRER will ensure that, if the activities within the BVH involve children, they have in place child protection policies and procedures that meet the legal requirements.

(See appendix for sources of further information)

14. Fly Posting

THE HIRER will not carry out or permit fly posting or any other form of unauthorised advertisements for any event, and shall indemnify THE COMMITTEE against all action, claims and proceedings arising from any breach of this condition. Failure to observe this condition may result in prosecution by the local authority.

15. Sale of Goods

THE HIRER will, if selling goods on the premises, comply with Fair Trading legislation and any code of practice applicable to such sales. In particular THE HIRER shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address, and that any discounts offered are based only on the Manufacturer's Recommended Retail Prices.

16. Refusal and Cancellation of Booking

THE COMMITTEE reserve the absolute right to refuse to accept a booking, entirely at their discretion. THE COMMITTEE reserves the right to cancel a booking at any time whether before or during the term of the hiring agreement upon giving written notice to THE HIRER. Upon notice of cancellation by THE COMMITTEE THE HIRER will be entitled to repayment of any deposit that may have been paid. THE COMMITTEE shall not be liable for any further payment or claim resulting from the cancellation.

THE COMMITTEE reserves the right to cancel any hiring in the event of the premises being required for use as a Polling Station for a Parliamentary, Local Authority or other similar election or by-election. In this event the hirer is entitled to a refund of any deposit paid for the cancelled hiring.

If THE HIRER wishes to cancel a booking before the date of the booking and THE COMMITTEE is unable to secure a replacement booking THE HIRER remains liable for the payment of the hiring fee, or whatever proportion of that fee which will be determined entirely at the discretion of THE COMMITTEE.

17. Unfit for Use

In the event of BVH or any part of it being rendered unfit for use for the purpose for which it has been hired, THE COMMITTEE will not be liable to THE HIRER for any resulting loss or damage whatsoever.

18. End of Hire

THE HIRER will be responsible for removing refuse originating from their hiring, and leaving the premises in a clean and tidy condition, windows closed and doors locked, unless directed otherwise. Any items moved from their usual positions should be replaced. In the event of these conditions not being met THE COMMITTEE reserves the right to make an additional charge.

19. Payment

Payment is to be made promptly in accordance with terms agreed in the hiring agreement. Where no other specific terms have been agreed then payment is to be made within seven days against an invoice issued by THE COMMITTEE.

20. Changes to Hire Charges

THE COMMITTEE will give as much notice as possible for changes in hire charges.

APPENDIX

The following resources provide more detailed information:

Licensing	www.dorsetforyou.com/licensing
DVD/Film/TV	www.mplcuk.com www.filmbank.co.uk www.tvlicensing.co.uk
Use of music	www.prsformusic.com www.ppluk.com
Child protection	search for "working together to safeguard children" at www.gov.uk