

# Pillerton Priors

VILLAGE HALL

## Application for the Hire of the Village Hall

This agreement is made on ..... day of ..... 20 .....

Between the Pillerton Priors Village Hall Management Committee and the applicant named below.

Name .....

Representing (if applicable) .....

Address .....

.....

.....

Postcode .....

Telephone Number .....

Mobile Number .....

Email .....

**I/We hereby having agreed to the Standard Conditions of Hire and the scale of charges wish to hire the Hall as follows:-**

Date hire starts ..... Time hire starts .....

Date hire finishes ..... Time hire finishes .....

Nature of Function .....

Accommodation \*Large Hall / \*Small Hall / \*Kitchen *\*delete accommodation not required*

Maximum number of persons to be admitted .....

Deposit paid £ ..... Total cost of hire £ .....

Signature .....

PRINT NAME .....

Dated .....

**YOU MUST AGREE TO THE REQUIREMENTS OF LETTING AND STANDARD CONDITIONS OF HIRE OVERLEAF**

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### **PILLERTON PRIORS VILLAGE HALL REQUIREMENTS OF LETTING**

1. As the Hirer you must be present at the function at all times, make yourself aware of action to be taken in Case of Fire [Notice displayed in the Hall] and ensure the number of persons admitted do not exceed those stated.
2. Noise levels must not disturb local residents. Music must cease at 12 midnight.
3. Guests must leave the premises with the minimum of noise. The Hall must be vacated by 0100 at the latest.
4. Parking is only allowed on the Village Hall car park.
5. Only pre-invited guests may be admitted.
6. A member of the Village Hall Management Committee may attend the function at any time to ensure that conditions are being complied with.
7. The Hall must be left in the same condition at the end of the hire as it was at the start of the letting. Failure to comply will mean the loss of the original deposit and payment by the Hirer of any additional charges that have to be met by the Committee.
8. The final decision on your application rests with the Committee.

### **PILLERTON PRIORS VILLAGE HALL STANDARD CONDITIONS OF HIRE**

1. The Village Hall Management Committee reserves the right to accept or decline an application from any intending hirer. A deposit is payable once the hiring is accepted
2. Full settlement of the hire must be completed before commencement of the hire except where the Committee has agreed otherwise.
3. Should the hiring be cancelled by the hirer the Committee reserves the right to keep the deposit that has been paid to cover administrative costs and loss of possible income from other hirers.
4. The hirer will be held responsible for any loss or damage done to buildings, furnishings, fittings, surrounding grounds and boundary fences during the hiring.
5. After the hiring once the Committee is satisfied that there has been no loss or damage and that the hall and grounds has been left clean and tidy, and litter free the deposit will be returned to the hirer. Please ensure that kitchen waste is removed and placed in the external bins.
6. Each hirer shall be responsible that the arrangements for the hire comply with current regulations.
7. The hirer shall be responsible for maintaining order and good behaviour at all times. External noise levels must be kept to a minimum to prevent disturbance to neighbours, particularly at the end of evening functions.
8. No one under 18 years of age may hire the hall.
9. Cars may not be parked so as to cause an obstruction at the entrance/exit
10. Children are welcome to play in the Playing Field under Adult supervision if the weather is fine. However please do not allow them to play in the WI Garden Area at the top of the slope immediately adjacent to the Hall.
11. Animals are not allowed in the hall or within the grounds unless prior approval has been given.
12. The Village Hall Management Committee cannot be held responsible for articles or vehicles damaged or lost whilst in the Village Hall or grounds.

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## Licence Conditions of Pillerton Priors Village Hall

The Village Hall is licensed by the Stratford-on-Avon District Council for the following maximum number of people. UNDER NO CIRCUMSTANCES MUST THESE NUMBERS BE EXCEEDED

### Entertainment

For each category of entertainment the maximum number of persons, including all staff and artistes, to be admitted to the premises shall not exceed:

### Music, Singing & Dancing

Main Hall When used for dancing	99 persons
Main Hall when used for closed seated audience	99 persons
Main Hall when used for dancing and seated at tables	79 persons
Main Hall when used for seated at tables	99 persons
Small Hall When used for dancing	60 persons
Small Hall when used for closed seated audience	60 persons
Small Hall when used for seated at tables	37 persons

### Performance of Stage Plays / Cinematographic Exhibitions

Main Hall close seated audience	99 persons
Small Hall close seated audience	60 persons

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## Health & Safety Policy of Pillerton Priors Village Hall

### KITCHEN

All electrical equipment will be tested annually by a competent electrician and labelled fit for use. Cutlery and chinaware will be inspected annually for damage and replaced as necessary. Worktops and units inspected for damage & repaired. First aid box to be checked and replenished as necessary.

### MAIN HALL AND JOHN FINDON ROOM

All electrical equipment will be tested annually by a competent electrician and labelled fit for use. Chairs and tables will be inspected at regular intervals for damage and repaired. Floor to be inspected at regular intervals for damage and repaired.

### TOILETS

All sanitary ware to be inspected for damage at regular intervals.

### GENERAL

Doors and windows to be inspected for damage at regular intervals. Electrical system to be checked annually by a competent electrician and a certificate issued. Fire alarm and fire fighting equipment to be checked annually by a competent contractor and a certificate issued. Fire alarm system to be checked and recorded at regular intervals. Store room equipment see separate risk assessment.

### EXTERNALLY

Car park to be kept in a tidy condition. Playing field to be kept mown and in a tidy condition. Goal posts & fences to be inspected at regular intervals and kept in a sound condition.

***Any defects to be reported to The Village Hall Management Committee.***

## Risk Assessment of Pillerton Priors Village Hall

### CHAIRS

No more than two chairs to be carried by any one person at a time.

### TABLES & STAGE UNITS

Two people required to carry and stack each table.

Two people required to carry and stack each stage unit.

### FLOORS

Wet floors to be signposted.

### ELECTRICAL

Equipment to be used only for the purpose it was designed for.

### CLEANING

Suitable gloves to be worn when cleaning using chemicals.