

Kingston on Soar Village Hall

BOOKING FORM

	Date Of Booking Time of Booking		
	Contact Name For Booking		
	Club / Organisation / Contact Address / Telephone No.		
No.	Item	Hire Rate	Total
	Entire Hall (incl. tables, chairs, crockery & cutlery)	£10.00/hr	£
	Set up and clearance	£5.00/hr	
	Coronation Room only	£5.00/hr	
	Entire Hall (incl. tables, chairs, crockery & cutlery)	£75/event/day	
	Regular / Block Bookings	P.O.A.	
	Crockery / cutlery etc	£3/hundred	
	Large Tables	£2/day	
	Small Tables	£1/day	
	Chairs	£0.30/day	
Total Hire Cost			£

For availability confirm with Booking Clerk on 07017 044255

Conditions of Hire;

- 1) Those hiring the hall are responsible for the conduct of everyone using the hall and must ensure that all users comply with these hire conditions.
- 2) During use, both sets of doors to the hall are to be kept shut to minimise the escape of noise and at the end of an event users must respect neighbours by limiting noise outside of the hall and dispersing promptly.
- 3) Users of the hall are to be supervised at all times by appropriate adults at an adequate supervision ratio for their age and ability.
- 4) A refundable **deposit of £25** per event must be paid when booking the hall
- 5) All damages to the hall or furniture and fittings, crockery or cutlery must be paid for by the hirer.
- 6) The hall is to be left clean and tidy, and in the same condition that it was found in. The hall committee reserves the right to charge the hirer cleaning costs if necessary.
- 7) Usage of the hall must be restricted to the licensing hours posted in the hall.
- 8) The hall may not be used for any illegal activity.
- 9) Fire escapes must be kept clear, unlocked and accessible at all times and fire fighting equipment must not be tampered with.
- 10) If more than 75 people are using the hall a temporary fire warden must be appointed by the organiser of the event. In the event of a fire, the warden must open the fire escape doors and ensure that everyone has left the building and has been accounted for.
- 11) Rubbish/litter is to be collected and removed from site.
- 12) On leaving the hall all lights and heaters are to be switched off.
- 13) The hall is to be left locked, and the key is then to be either, returned to the Key Safe or to the Chairman -

Mike Plimmer 27 The Green, Kingston on Soar, Notts. NG11 0DA
(next to the Church behind the village pump) 01509 670177

I/We confirm that the hire of the hall will be carried out
in full accordance with these conditions of hire.

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Signature of hirer

Kingston on Soar Village Hall

Instructions for those hiring the hall

The hall is available for hire for performances, meetings, dances and private functions and is licensed for public entertainment for up to 100 people. The hall is licensed for on Monday to Thursday and Sunday from 09:00 hrs to 23:30 hrs and Friday and Saturday from 08:30hrs to 24:00 hrs, users of the hall must vacate the premises promptly by the hours stated. The hall is not to be used for Mock Auctions and the committee reserves the right to invite representatives of trading standards to monitor any commercial activities carried out in the hall.

A refundable deposit of £25 per event must be paid when booking the hall. This deposit is non-refundable in the event of a cancellation at short notice when another booking has been turned away; where damage to the hall has been caused during an event or where additional cleaning is required after a booking to return the hall to a reasonable condition. In this case the hirer will be informed of the issue and will be given the opportunity to correct it themselves to avoid being charged. The balance of the hire fee is to be paid upon completion of the hire to the Hall Treasurer - Cheques to be made payable to; **'Kingston Village Hall'**.

Where the hall is booked on an hourly basis, set up & clearance time is to be charged for at half the hourly rate.

If an alcohol licence is required, an event licence may be obtained from Rushcliffe Borough Council who require at least 14 days notice prior to the event. No smoking is permitted in the hall and it is the hirers responsibility to ensure that all persons using the hall are aware of this and do not smoke inside the building.

The Hall keys are available via a key safe adjacent to the disabled access doors or from the following key holders;

Chairman: Mike Plimmer 27 The Green, Kingston on Soar (next to the Church) 01509 670177

Treasurer: Angie Howard Pasture View, Kegworth Road (next to Hall) 01509 673 472

Booking Clerk: Sian Holbrook 14 Kegworth Road 07017 044255

Keys are provided for the double doors at the western side of the hall, which provides disabled access to the hall via the ramp from the car park. The main front doors should be unbolted when the hall is in use and act as an additional fire escape. Two further fire doors are available at the eastern side of the main hall and at the rear in the Coronation room. A door is also available from the kitchen on the eastern side of the hall.

The hirer of the hall is responsible for ensuring that the fire doors are unlocked and unobstructed during the hire. The hirer should make themselves aware of the fire precautions and actions to be taken in the event of a fire, which are posted at either end of the hall. In the event of a fire, it is the hirer's responsibility to ensure that everyone leaves the hall safely and assembles in the car park and the hirer should then ensure that all persons using the hall are accounted for. If more than 75 people are using the hall the organisers of the event must assign people to the main doors of the hall to ensure that they are fully opened in the event of an emergency evacuation. Further details of the safety requirements for large events are available from the Hall Committee.

Approximately 20 car parking spaces, including two disabled spaces, are available in a car park belonging to the parish at the side and rear of the hall. These spaces are available on a first come first served basis and are used by the parishioners as well as by those using the hall. Users of the hall are requested to use the car park before parking on the road or the village green.

An inductive loop is fitted within the hall; if users of the hall are likely to require use of this facility please contact the booking clerk to arrange for it to be connected.

The main hall is heated by three gas powered room heaters and a smaller heater in the Coronation room. Another heater is mounted in the kitchen. The main hall and Coronation Room heaters are controlled via a timer switch that will be set by the caretaker prior to your visit. If required the timer can be over-ridden to provide an additional hours heat by pressing the booster button mounted on the right hand wall of the stage. If the hall gets too hot, the heaters can be turned off by a long press of the booster switch or by adjusting the thermostat on the wall. However, if you alter the thermostat please return it to the 20°C position. Instructions for operating the heater in the kitchen is posted adjacent to it.

There are 8 small tables, and 12 large tables and approximately 100 chairs, plus approximately 80 sets of crockery and cutlery in the hall which are available for hire separately from the hall and which are included as part of the hire fee for the hall. A cooker, fridge and tea urn are available for use in the kitchen.

Users of the hall must do so quietly, so as not to disturb the neighbours. The hirer must ensure that when in use noise from the hall is kept to a reasonable level and doors and windows should be closed to ensure that noise is not audible beyond the boundary of the hall.

The hall is to be left clean and tidy with the chairs and tables returned to their original position. The hall committee reserves the right to retain the deposit and to charge the hirer cleaning costs if necessary. Any damages to the hall or furniture and fittings, crockery or cutlery are the responsibility of the hirer and must be paid for by them.

On leaving, the hall all lights and heaters are to be switched off and the keys should be returned to the key safe or to one of the key holders listed above.