

GREAT ALNE & KINWARTON MEMORIAL HALL

Charity Commission Reg No 522931

BLOCK BOOKING HIRE AGREEMENT

Conditions of Hire Attached – Please retains for your own records

- This form should be used to book regular dates for clubs / societies etc.
- For one-off bookings, the normal hall booking form should be used.
- Please return a new form at least 4 weeks prior to any booking period to Bookings Secretary to whom all enquiries should also be directed:

Peter Harris, 10 Appleby Close, Great Alne, Alcester, Warwickshire B49 6HJ
Email: gakmemorialhall@gmail.com Tel: 0845 257 4881

Organisation	Phone No
Contact name	
Address	Email

Day of week of regular event:	Time required :
Please enter dates required below as a range or individual dates. Please make a note of any holidays etc when you will not need the booking.	

Please enclose a stamped addressed envelope for confirmation. Fees and key collection arrangements will be agreed separately. Outstanding fees must be settled prior to the start of any booking period.

I am over 21 years of age and to comply with the attached Standard Conditions of Hire.	
I acknowledge that the sale of alcohol is NOT permitted without the PRIOR agreement of the Hall Committee	
Hirer's Signature	Booking Confirmed (for Office Use)
Date	Date

Please retain this page for your own records
STANDARD CONDITIONS OF HIRE

Please contact the Hall Bookings Secretary if you require further clarification of these conditions.

1. Capacity

To comply with Fire Regulations the Hirer must ensure that the capacity of the Hall is not exceeded. The **Hall capacity** depends on the type of event:-

- Standing only 130
- Theatre style 110
- Dining style 90

2. Fire Safety

The Hirer will take responsibility for ensuring that all fire exits are free from obstruction at all times; that Hall users are made aware of the location of the fire exits; and that proper provision is made to evacuate the building in case of an emergency. The Fire & Rescue Service must be called to any fire immediately, however slight; the Bookings Secretary must be notified of the incident as soon as possible.

3. Use of Premises

The Hirer must not sub-let or use the premises for any unlawful purpose or in any unlawful way, nor do anything or bring anything into the Hall that may cause danger to users or damage to the building, its fabric or contents.

4. Care of Premises, Fabric and Content

The Hirer will be responsible for the care of the Hall, its fabric and contents for the hire period; **nothing should be taped, glued, nailed or pinned to the walls without prior agreement.**

5. Use of Stage and Associated Facilities

The Hirer must **obtain permission** from the Booking secretary when the booking is made **if use of the kitchen equipment and/or stage and associated lighting is required.**

6. Heating and Lighting

The Hirer must **not under any circumstances adjust the heating or lighting switches or controls.** In the event of any difficulties with the heating or lighting, please phone 0845 257 4881

7. Event Preparation

If early entry to the Hall is required to prepare for an event, permission must be obtained from the Bookings Secretary in advance; an additional charge may be made.

8. Licences

The Hirer is responsible for obtaining any licences that may be needed (subject to the prior agreement of the Hall Committee) whether for the consumption of alcohol or for the performance of any copyright material, and for the observance of the same, and of all other regulations relating to the Hall required by the Fire Authority, the Local Authority, the local Magistrates' Court or other relevant body.

9. Event Supervision

The Hirer will be responsible for supervision of the Hall during the hire period; the scope of the Hirer's responsibility will include adherence to all licencing restrictions, compliance with the Children Act 1989 and ensuring good behaviour.

10. Car Parking

The Hirer is responsible for the supervision of the Car Park and safe parking on the adjacent highway. The Hall Committee will not accept any responsibility whatsoever for the loss or damage to vehicles parked on the premises.

11. Clearing Up

The Hirer will be responsible for leaving the Hall, car park and grounds in a clean and tidy condition. **Rubbish must be placed in the re-cycling bins with food and other waste appropriately separated and bagged if necessary.** Keys must be returned promptly.

12. Accidents

The Hirer must report all accidents involving injury as soon as possible to the Bookings Secretary and record the relevant details in the Hall's Accident Book

13. Indemnity

The Hirer will indemnify the Committee for the cost of repairing any damage done to any part of the Hall, its fabric or contents arising from the hiring. **A deposit of £50 is required and will be returned in the event that no damage is done.**

14. Cancellation

If the Hirer wishes to cancel the booking before the date of the event and the Committee is unable to obtain a replacement booking, the Committee reserves the right to make a charge

.Hire Charge	Payment in full and £50 damage deposit are required 1 week before the date of the function. Both cheques to be made payable to <u>Great Alne & Kinwarton Memorial Hall</u> and sent to Peter Harris 10 Appleby Close, Great Alne, Alcester B49 6HJ. Please include SAE if you wish to have your deposit cheque returned otherwise it will be destroyed.
Date of Hiring	Please contact Peter Harris Tel 0845 257 4881) BEFORE THE DAY the Hall is required, to arrange collection of the keys ON THE DAY OF HIRING

Great Alne & Kinwarton Memorial Hall

End of Hire Check List

Hirers are expected to leave the Memorial Hall clean and tidy, with all facilities left as they found them. To that end the following checklist is provided as an aide memoire.

PLEASE REPORT ANY DAMAGE OR BREAKAGES

Area	Action	Done
Main Hall	Stack all padded chairs in 6s and store in storeroom using trolley	<input type="checkbox"/>
	Collapse and stack all large tables on end adjacent to storeroom	<input type="checkbox"/>
	Collapse and stack all small tables in storeroom	<input type="checkbox"/>
	Remove all decorations	<input type="checkbox"/>
	Sweep/vacuum the Hall floor	<input type="checkbox"/>
	Mop all spillages	<input type="checkbox"/>
	Stack plastic chairs in 4s and place against pillars	<input type="checkbox"/>
	Stack remaining chairs in 6s in committee room using trolley	<input type="checkbox"/>
	Open all curtains	<input type="checkbox"/>
	Close windows and fire doors	<input type="checkbox"/>
	Switch off lights	<input type="checkbox"/>
Kitchen	Sweep the kitchen floor	<input type="checkbox"/>
	Mop all spillages	<input type="checkbox"/>
	Wash and dry all cutlery, crockery and glasses	<input type="checkbox"/>
	Sort and store all cutlery in the cutlery trolley and cover	<input type="checkbox"/>
	Sort and store all crockery on the shelves provided and cover	<input type="checkbox"/>
	Sort all glasses into the correct boxes and store in committee room	<input type="checkbox"/>
	Store jugs, dishes, condiments, cafetières etc in committee room	<input type="checkbox"/>
	Drain and switch off dishwasher; leave cover open	<input type="checkbox"/>
	Drain and switch off bain-marie	<input type="checkbox"/>
	Wipe all surfaces	<input type="checkbox"/>
	Empty the fridge	<input type="checkbox"/>
	Turn off gas supply	<input type="checkbox"/>
	Turn off electric oven (but do not switch off at wall)	<input type="checkbox"/>
	Empty waste into grey bins outside	<input type="checkbox"/>
Empty packaging and bottles into blue bins	<input type="checkbox"/>	
Committee Room	Sweep/vacuum floor	<input type="checkbox"/>
	Mop any spillages	<input type="checkbox"/>
	Empty the fridge	<input type="checkbox"/>
Stage	Switch off lights	<input type="checkbox"/>
	Raise screen and switch off at socket	<input type="checkbox"/>
	Shut down projector and switch off at socket	<input type="checkbox"/>
	Store and lock all AV cables in cabinet	<input type="checkbox"/>
	Sweep stage	<input type="checkbox"/>
Toilets	Mop floors as necessary	<input type="checkbox"/>