



Hilton Village Hall Ltd trading as
Don Amott Memorial Hall Hilton

Vat Registration Number 985 5821 68
Company Registration Number 08097171
Charity Number 1149075

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Don Amott MEMORIAL HALL HILTON

Occasional hirers booking form (2)

FROM 01.04.2017 / INCL.VAT	DAY: BEFORE 6.00PM	NIGHT : AFTER 6.00PM
MAIN HALL (includes large kitchen*)	20.00	30.00
SMALL HALL (includes small kitchen*)	15.00	25.00
JUBILEE ROOM	15.00	17.00
WILLOW ROOM	15.00	17.00
DOVE ROOM	12.00	12.00

*Tea and coffee making facilities are provided but hirers must provide their own tea, coffee, sugar, etc.... and tea towels.

ALCOHOL AND EVENT INSURANCE:

Any event where alcohol will be present will be deemed, by the committee, as high risk, for this reason the committee's written permission is required for all events involving alcohol. A Security Sum of £500 will also be required. This sum will be used to cover the cost of any damage or other excess charges that may be incurred, as a result of the period of hire (see excess charges). This sum will be banked and will be returned, minus any excess charges that may be applied, the week after your event.

The Don Amott Memorial Hall is not a licensed premises. Any hirer hosting an event which includes the sale of alcohol will need to apply for licence from South Derbyshire District Council. It is the hirer's responsibility to obtain a licence, which may take up to fourteen weeks to be approved, a copy of the licence must be given to the booking clerk prior to the event.

We strongly recommend that any hirer intending to host an event where alcohol will be present to obtain event insurance. The hirer will be responsible for any damage to the hall or its equipment or environs.

The committee reserve the right to ask for additional deposits for events where alcohol will be served or for other high risk activities.

NOISE MANAGEMENT AND ANTI SOCIAL BEHAVIOUR:

The DON AMOTT MEMORIAL HALL HILTON is situated in a residential neighbourhood. The hirer must be aware that loud noise or other obtrusive conduct is not allowed at any time. For discos and bands, the music must be kept to a reasonable volume. If music can be heard at the perimeter of the hall grounds it will be disturbing our neighbours and will not be tolerated by the committee. After 6pm, the doors, windows and curtains in both the large and small hall must be kept closed. Please ask your guests to leave quickly and quietly causing as little disturbance to our neighbours as possible. If the caretaker, or a member of the committee, is called out to deal with a complaint regarding noise then you may be charged a call out fee, (see Excess Charges).

CANCELLATION POLICY:

By the hirer: For a full refund, we require a minimum of two weeks' notice for cancellation of an event. After that a refund will be at the discretion of the committee.

By the committee: The committee reserves the right to cancel any booking by giving the hirer seven days' notice in writing. If the committee cancels your event any monies paid will be refunded but no compensation will be payable.

The Don Amott Memorial Hall
OCCASIONAL HIRE AGREEMENT

Hirer Details (The HIRER must be present for the period of hire)

CONTACT NAME*:	Copies of ID attached YES/NO
ORGANISATION*:	
ADDRESS*:	
TELEPHONE NUMBER:	
MOBILE NUMBER:	
EMAIL:	

****Two forms of ID required per booking: one photographic (driving Licence/passport) and one utility bill, bank or credit card statement with current address.***

Event Details

ROOM REQUIRED:	LARGE HALL / SMALL HALL / JUBILEE / WILLOW / DOVE
DATE REQUIRED:	
EVENT DESCRIPTION:	
ALCOHOL PRESENT:	YES / NO (PLEASE SEE ALCOHOL & EVENTS NOTES ON PAGE 1)
<u>COMMITTEE APPROVAL REQUIRED:</u>	<u>YES / NO (PLEASE SEE ALCOHOL & EVENTS NOTES ON PAGE 1)</u>
<u>COMMITTEE APPROVAL GRANTED:</u>	<u>YES /NO</u> <u>DATE GRANTED:</u>
START TIME:	
FINISH TIME:	
TOTAL HOURS BOOKED:	

Costs

ROOM	HOURS	TARIFF	TOTAL	FOR OFFICE USE
<u>Security Sum required (YES / NO)</u>				
<u>CLEANING REQUIRED @£50 (YES / NO)</u> <u>Compulsory for events finishing at 10pm or later</u>				
<u>TOTAL PAYABLE (cash or cheque to Hilton Village Hall or bank transfer)</u> <u>(NO LATER THAN ONE MONTH BEFORE THE EVENT)</u>				

Please note that if you require time to set up before your event and pack away after your event, you will need to include this in your booking. Excess charges will be applied if your event over runs. (See Excess Charges Section)

Thank you for booking your event at the Don Amott Memorial Hall. Once you have completed your booking form please return it to our booking clerk. You are required to read the terms and conditions.

All we ask is that you leave the hall clean and tidy. Failure to do so will result in Excess Charges being applied. Sweeping brushes and mops are available to use but please bring your own tea towels. Occasional hirers are asked to remove rubbish from the site unless agreed with the caretaker (i.e. if bin space allows).

The hall has a resident cat called Tally who he is not very keen on being petted and may bite or scratch.

Additional requirements

NUMBER OF LARGE CHAIRS	
NUMBER OF LARGE TABLES	
NUMBER OF SMALL CHAIRS	
NUMBER OF SMALL TABLES	
STAGE REQUIRED	
OTHER EQUIPMENT REQUIRED:	

I HAVE READ AND ACCEPT THE TERMS AND CONDITIONS OF HIRE,

Signature of hirer:..... Date:.....

Signature on behalf of Don Amott Memorial Hall HiltonDate:

For the purpose of these conditions, the term 'Hirer' means an individual hirer or, where the hirer is an organisation, the authorised representative.

THE HIRER AGREES:

- 1.** To be responsible for the supervision of the premises, the fabric and contents and also the care and behaviour of all persons using the premises during the period of hire. Also, hirers leaving any personal possessions on the premises do so at their own risk.
- 2.** Not to use the premises for any purpose other than described in the hiring agreement. They will not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way. They will not do anything or bring onto the premises anything which may endanger the premises or render invalid any insurance policies or allow the consumption of alcoholic liquor without the written permission of the Management Committee and, if applicable, obtain a licence for the sale of alcohol from South Derbyshire District Council. All regular hirers must have public liability insurance. The committee recommends that occasional hirers obtain event insurance for any booking where alcohol will be served.
- 3.** To ensure that nothing is done on or in relation to the premises in contravention of any law including but not limited to gaming, betting, lotteries and the sale of alcohol.
- 4.** Comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
- 5.** To observe all relevant food health and hygiene legislation and regulations if preparing, serving or selling food.
- 6.** To ensure that any electrical appliances brought to the premises are safe and in good working order and used in a safe manner.
- 7.** To abide by all notices posted by the DON AMOTT MEMORIAL HALL HILTON Management Committee on the premises.
- 8.** To be responsible for returning all equipment to its place of storage and will not bring any heavy equipment onto the premises that may cause damage.
- 9.** To provide own black bags and remove all rubbish from the premises. Failure to do so will result in the Hirer being charged for any cost incurred by the Committee in removing any such items and may lead to the Hirer being banned from future use of the DON AMOTT MEMORIAL HALL HILTON.
- 10.** To ensure that any setting up time is within the period of hire and that by the end of the period of hire, they have cleaned (sweeping brushes are available for this purpose) and cleared the premises. Failure to do so may result in an additional charge to be deducted from the damage retainer deposit. Any event finishing at 10pm or later will have a £50 cleaning fee charged as standard. If necessary, the Committee reserve the right to demand any additional fee to cover the cost of clearance and cleaning.
- 11.** To refrain from attaching anything to the walls or floors without prior consent of the Booking Clerk.
- 12.** To ensure that they do not disturb or interfere with other hirers or their guests who may be using other parts of the premises at the same time. The hirer is directed to use either the main kitchen or the bar doubling as a second kitchen, not both.
- 13.** To ensure that all vehicular access to the site is from the Peacroft Lane gated access. People should be discouraged from gathering outside the Hall to ensure consideration of neighbouring properties.
- 14.** To ensure that any activities for children under eight years of age comply with the provisions of The Children's Act 1989 and that only fit and proper persons have access to the children.
- 15.** To report any accident during the period of hire to the Caretaker/Booking Clerk and record details in the Accident Book, this is located in the Main office with a First Aid kit.
- 16.** To report any damage to DON AMOTT MEMORIAL HALL HILTON property or equipment immediately to the Caretaker. The hirer will be charged for any damage to the hall, equipment or grounds caused as a result of their or their guests' actions.
- 17.** Noise management and anti-social behaviour. The DON AMOTT MEMORIAL HALL HILTON is situated in a residential neighbourhood. The hirer must be aware that loud noise or other obtrusive conduct is not allowed at any time. For discos and bands the music must be kept to a reasonable volume. If music can be heard at the perimeter of the hall grounds it will be disturbing our neighbours and will not be tolerated by the committee. Please ask your guests to leave quickly and quietly causing as little disturbance to our neighbours as possible. After 6pm the doors, windows and curtains in both the large and small hall must be kept closed. If the caretaker, or a member of the committee, is called out to deal with a complaint regarding noise then you may be charged a call out fee, (see Excess Charges).
- 18.** Excess Charges. The hirer must be aware the following charges may be deducted from their Security Sum by the committee
 - a** Call Out Fee: £25 per callout per hour (minimum charge £25)
 - b** Event Overrunning Booking Time: £25 per half hour or part of.
 - c** Excess Cleaning charge: £25 per half hour or part of.
 - d** Administration Charge: £25

The DON AMOTT MEMORIAL HALL HILTON is **not licensed for the sale of intoxicating liquors**. Please contact South Derbyshire District Council to arrange a Temporary Event License. It is the hirer's responsibility to ensure all necessary licences are obtained in good time for the event/booking. Where a hirer intends to have alcohol on the premises, the Booking Clerk should be informed and an additional deposit may be required.

The DON AMOTT MEMORIAL HALL HILTON is **strictly a no smoking environment**. To comply with Smoke free Legislation brought in on 1st July 2007, no smoking (this is to include any type of Electronic Cigarettes which are also included in the ban) is allowed in any part of

the building. Hirers may smoke outside, near the cigarettes stubs container provided within the designated smoking area, as indicated by the designated smoking area sign situated on the left hand side of the main entrance of the building as you enter the DON AMOTT MEMORIAL HALL HILTON. The Caretaker/Booking Clerk has the right to expel from the premises anyone contravening this law. It is the hirer's responsibility to ensure their guests are aware of this policy.

A **cancellation period of 14 days** will apply to all occasional bookings: hirers must give 14 days' notice in writing to cancel or amend a booking. After that a refund will be at the discretion of the committee. The committee reserves the right to cancel a booking by giving the hirer seven days' notice in writing. If the committee cancels an event any monies paid will be refunded.

Standard Conditions of Hire to comply with the Public Entertainments Licence & Fire Precautions

1. The hirer acknowledges receipt of a copy of these conditions of the Public Entertainments Licence for the premises.
2. The hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions of the Public Entertainment Licence relating to management and supervision of the premises are met.
3. The hirer acknowledges that she/he has received instruction in the following matters:
 - 3.1 The action to be taken in the event of fire. This includes calling the fire brigade (Tel: 999) and evacuating the hall. The address of the Hall is: Don Amott Memorial Hall Hilton, Peacroft Lane Hilton DE65 5GH.
 - 3.2 The location and use of fire equipment: there is a fire extinguisher in the large hall kitchen, in the small hall kitchen, in the main corridor by the large hall double doors, in the small hall store near the yellow stairs and there are two extinguishers in the new corridor of the extension wing. There is also a fire blanket in each kitchen. There are instructions on the fire equipment on how they should be used.
 - 3.3 Escape routes and the need to keep them clear. The escape doors are either operated by a push bar or a thumb wheel lock for a quick evacuation. Escape from the large hall is through the double doors at the back of the room under the Fire exit green sign or via the main double doors under the Fire exit green sign. Escape from the small hall is via the double doors under the Fire Exit green sign or through the double doors at the back under the Fire Exit green sign. Escape from the Jubilee room is through the push door marked Fire Exit or via the escape door in the extension corridor marked Fire exit. Escape from the Willow room is through the push door marked Fire Exit or via the escape door in the extension corridor marked Fire Exit. Escape from the Dove room is via either one of the two other rooms (Jubilee or Willow) or through the main hall corridor or through the escape push door at the back marked with a Fire Exit sign. The assembly point is located outside, near the fence which divides the overflow car park and the school.
 - 3.4 Method of operation of escape door fastenings. These are either push bar doors or turn thumb wheel mechanisms.
Appreciation of the importance of any fire doors, keep them clear at all times and close all internal fire doors at the time of a fire.
4. In advance of the entertainment or play the hirer shall check the following items:
 - 4.1 That all fire exits are unlocked and panic bolts in good working order.
 - 4.2 That all escape routes are free of obstruction and can be safely used.
 - 4.3 That any fire doors are not wedged open.
 - 4.4 That exit signs are illuminated.
 - 4.5 That there is no obvious fire hazards on the premises.
5. There must be, in addition to the hirer, the minimum number of competent attendants on duty for the number of people attending a function to assist people entering and leaving (as set out in the notes at the end of these conditions). All attendants must be at least 18 years of age and the number of attendants required is doubled if most of the audience is under the age of 16. All persons on duty must have been instructed in their responsibilities in the event of fire or other emergencies, including attention to disabled persons, the location and use of the firefighting equipment available, how to call the fire brigade and the evacuation procedure.
6. The number of people allowed on the premises for dancing or seated is 300 (the number permitted under the entertainment licence).
7. All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.
8. The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied.
9. The Fire Brigade must be called to any outbreak of fire, however slight, and details must be given to the caretaker.
10. Performances involving danger to the public must not be given.
11. Flammable substances must not be brought into, or used in any portions of the premises.
12. No internal decorations of a combustible nature (e.g. polystyrene or cotton wool) must be erected without the consent of the Management Committee.
13. Portable heating appliances must not be used on the premises. Portable Liquefied Propane Gas (LPG) heating appliances must not be used.

The Don Amott Memorial Hall Hilton Management Committee reserve the right to alter, amend, or add to this list of Conditions of Hire at any time.

