



Hilton Village Hall trading as

Don Amott Memorial Hall Hilton

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

www.hiltonvillagehall.org.uk
hiltonvillagehallbookings@hotmail.com
 (01283) 730300
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Don Amott MEMORIAL HALL HILTON
Special events booking form

Until such time as the documentation listed below is provided, no booking will be confirmed

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

CONTACT NAME*:	PRINT BLOCK CAPITALS
Event description	
Date of Event	
ID TO BE PROVIDED*:	Two forms of ID are required one photographic (driving Licence/passport) and one utility bill, bank or credit card statement with current address
Photographic – Driving Licence or Passport	Copy Y/N
Utility Bill or bank/credit card statement. Must carry Current Address	Copy Y/N
Public Liability Insurance	Copy Y/N
External entertainer Safeguarding Policy	Copy Y/N

ADDRESS*:	
TELEPHONE NUMBER:	
MOBILE NUMBER:	
EMAIL:	

Event Details

ALCOHOL PRESENT: See terms & conditions 21	YES / NO
<u>COMMITTEE APPROVAL REQUIRED:</u> See terms & conditions 21	<u>YES / NO</u>
<u>COMMITTEE APPROVAL GRANTED:</u>	<u>YES /NO</u> <u>DATE GRANTED:</u>
START TIME: Including set up time See Terms & Conditions 10	
FINISH TIME: Including clear up time See terms & conditions 10	
TOTAL HOURS BOOKED:	

Room Hire charges

INCL. VAT	Day: BEFORE 6.00PM PER HOUR	NIGHT: AFTER 6.00PM PER HOUR
LARGE HALL (includes large kitchen)	£21.00	£32.00
SMALL HALL (includes small kitchen)	£16.00	£27.00
JUBILEE ROOM	£16.00	£18.00
WILLOW ROOM	£16.00	£18.00
DOVE ROOM	£13.00	£13.00

Costs

ROOM	HOURS	TARIFF	TOTAL	FOR OFFICE USE
<u>Security Sum required (YES / NO)</u>				
CARETAKER LATE FEE @£50 <u>Compulsory for events finishing at 10pm or later</u>				
TOTAL PAYABLE (cash or cheque to Hilton Village Hall or bank transfer) Sort code 30-64-18 Account No 54425168				

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Additional requirements

NUMBER OF LARGE CHAIRS	
NUMBER OF LARGE TABLES	
NUMBER OF SMALL CHAIRS	
NUMBER OF SMALL TABLES	
OTHER REQUIREMENTS	

See our FAQs for additional information about what we provide and what you should bring.

Cancellations see Terms & conditions 20

Occasional hirers details are confidential. Your data will not be shared with any third party.

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

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

Signature on behalf of Don Amott Memorial Hall HiltonDate:

Terms & Conditions for hire of Hilton Village Hall – Regular and Occasional hirers

THE HIRER AGREES:

1. **Responsibility** - To supervise the premises, the security, fabric and contents and also the care and behaviour of all persons using the premises during the period of hire. 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. Hirers leaving any personal possessions on the premises do so at their own risk. The hirer will be responsible for any damage to the hall, its equipment or environs.
2. **Purpose of hire** - Not to use the premises for any purpose other than described in the hiring agreement. Not to sub-hire.
3. **Compliance with the law** - 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. In the event that any law is contravened, the Hirer will be held liable for all fines or any other penalties which may ensue.
4. **Compliance with regulations** -To 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. **Food Health and Hygiene** - To observe all relevant food health and hygiene legislation and regulations if preparing, serving or selling food.
6. **Electrical appliances** - To ensure that any electrical appliances brought to the premises are safe and in good working order and used in a safe manner.
7. **Notices** - To abide by all notices posted by the Management Committee on the premises.
8. **Equipment** - To be responsible for returning all equipment to its place of storage. Not bring any heavy equipment onto the premises that may cause damage.
9. **Removal of rubbish** - 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.
10. **Setting up and clearing up time** – to be included in the period of hire and ensure that by the end of the period of hire, the room is swept and cleaned and you have cleared the premises. Failure to do so may result in an additional charge to be deducted from the Security Sum. Any event finishing at 11pm or later for Regular Hirers or - 10 pm or later for Occasional Hirers will have a £50 unsocial hour fee charged as standard. If necessary, the Committee reserves the right to demand any additional fee to cover the cost of clearance and cleaning.
11. **Attachments to walls and floors** – Do not attach anything to the walls or floors without prior consent of the Office Administrator.
12. **Other hirers** – Show consideration and respect to other hirers and their guests who may be using other parts of the premises at the same time. Use only the kitchen which you have paid for the hire of.
13. **Parking and exterior use of hall** – Park considerately in the marked bays leaving accessible parking free for the disabled. Parking is permitted on the hatched area the front of the building to unload but please move the vehicle as soon as it is emptied and leave this area free for emergency and delivery vehicles. It is the Hirer's responsibility to ensure that noise which may disturb the local residents is avoided at all times.
14. **Safeguarding** - To ensure that all safeguarding laws, regulations and guidelines are observed at all times. In the event of any contravention of any aspect of safeguarding, Hilton Village Hall will inform the appropriate authority with immediate effect. The hirer must provide Hilton Village Hall with a copy of the organisation's current safeguarding policies and procedures.
15. **Data Protection** – To the marketing of events and activities on Facebook and the Hilton Village Hall website. Your details will not be shared with any third parties without your prior consent.
16. **Accidents** - Report any accident during the period of hire to the Caretaker or Office Administrator. Slips of paper are provided with the First Aid box in the kitchens to record details of the accident for inclusion in the Accident Book in the office.
17. **Damage** - Report any damage to the village hall 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. Such monies will be deducted from the Security Sum. In the event that the repair cost is in excess of the Security Sum, the Hirer will be liable for the balance.
18. **Excess Charges** - The following charges may be deducted from the hirers Security Sum by the committee in the event of any problems arising.
Call Out Fee: £25 per callout per hour (minimum charge £25)

Event Overrunning Booking Time: £25 per half hour or part thereof

Excess Cleaning charge: £25 per half hour or part thereof

Administration Charge: £25

19. **Unsocial Hour Charge** - An Unsocial Hour charge of £50 will be charged for any event which ends at 10pm or later for Occasional hirers or 11pm or later for Regular Hirers. This levy is at the discretion of the Committee. In addition, a cleaning charge of £50 will be levied after any booking where any area of the Village Hall is left in a dirty state. This decision will be the Committee's.
20. **Cancellation – Regular hirers** may cancel or terminate all or any part of the booking agreement by giving the Office administrator written notice which is acknowledged by email as follows:

1 to 10 hours per week	= 1 months' notice
11 to 20 hours per week	= 2 months' notice
20 hours per week and over	= 3 months' notice

The Management Committee may cancel or terminate all or any part of the licensed hours or modify the terms of this Agreement by giving the hirers notice in the same way.

That from time to time it will be necessary for Hilton Village Hall to seek flexibility from individual hirers to enable events such as (but not limited to) maintenance, elections and significant events to take place. In such cases the Committee will seek to provide alternative accommodation for the Hirer within Hilton Village Hall.

Occasional hirers and Special events- A cancellation period of fourteen days will apply to all occasional bookings and special events: hirers must give fourteen working 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 in the same way.

21. **Alcohol** - Hilton Village Hall is not a licensed premises. Any hirer hosting an event which includes the sale of alcohol will need to apply for a 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 Office administrator prior to the event. 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 such events.
22. **A Security Sum of £500** (Five Hundred Pounds) will also be payable a minimum of one calendar month in advance of the event. 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 unless used to remedy any costs incurred.

The Committee reserves the right to apply a refundable deposit of £300 for other events without alcohol but reserves the right to waive the deposit at its discretion.
23. **Event insurance** - Hilton Village Hall strongly recommends that any hirer intending to host an event where alcohol will be present to obtain event insurance.
24. **Noise Management and Anti-social behaviour** – Hilton Village Hall is situated in a residential neighbourhood. The hirer must be aware that loud noise or other obtrusive conduct is not allowed at any time. 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).
25. **Smoking** – No smoking is allowed in any part of the building. This includes e cigarettes. There is a designated smoking area outside of the building to the right of the main door.
26. **Fire safety** - In the event of fire call the fire brigade on 999. The address of the Hall is - Don Amott Memorial Hall Hilton, Peacroft Lane Hilton DE65 5GH. Evacuate the hall using the fire exits described below.
27. **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.
28. **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 and marked by the green assembly sign near the fence away from the entrance to the building. Access for emergency vehicles should be kept clear.

29. **Method of operation of escape door fastenings** - These are either push bar doors or turn thumb wheel mechanisms.
30. **Fire doors** - keep clear at all times and close all internal fire doors.
In advance of the hire period - the hirer should check the following items:
 - That all fire exits are unlocked and panic bolts in good working order
 - That all escape routes are free of obstruction and can be safely use
 - That any fire doors are not wedged open
 - That exit signs are illuminated
 - That there are no obvious fire hazards on the premises
 - The Fire Brigade must be called to any outbreak of fire, however slight, and details given to the caretaker.
31. **Performances** - performances involving danger to the public must not be given
32. **Flammable substances** - must not be brought into or used in any area of the premises.
33. **External kitchens** - must not be used adjacent to the building.
34. **Internal decorations of a combustible nature** (which could include but not be limited to polystyrene or cotton wool) must not be erected without the consent of the Management Committee
35. **Portable heating appliances** must not be used on the premises. Portable Liquefied Propane Gas (LPG) heating appliances must not be used
36. **Inappropriate discharge of fire extinguisher** - In the event that a fire extinguisher is inappropriately discharged, the cost of replacement will be deducted from the Security Sum
37. **Number of people Hilton Village Hall is licensed for** - The maximum number of people allowed in the Large Hall is 300, The Small hall, 150 people.
38. **Number of competent attendants** - In addition to the hirer on duty there must be an adequate number of competent attendants present at all times depending on the nature of the group. Those attendants must be at least 18 years of age and 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.
39. **Invoices** will usually be sent at the end of the month and must be paid no later than fourteen days from the date of the invoice. If hirers have queries regarding the invoice received, they should telephone within five working days of receipt of the invoice to discuss the query. If for any reason an administrative error should occur which understates or overstates the amount due to Hilton Village Hall for any of the hire usage then the committee reserves the right to correct this on the following invoice. A surcharge of 20% of the total invoice will be applied if payment is not received within 14 days of the date of the invoice. If more than two invoices are outstanding, Hilton Village Hall reserves the right to cancel the hirers booked slots until payment has been made in full.

Hilton Village Hall Management Committee reserves the right to alter, amend, or add to this list of Conditions of Hire at any time.

GLOSSARY

For the purposes of this document, the following terms shall have the definitions detailed:

1. **Hirer** - an individual or an authorised representative of an organisation.
2. **Security Sum** -An amount of £500 deposited with and held by Hilton Village Hall to recompense repair of any damage to either the fabric of the building or equipment.
3. **Environs** - The area immediately surrounding Hilton Village Hall, including but not limited to carpark and grounds.
4. **High Risk Activities** - Alcohol and any activity deemed to threaten either life or property.

5. **Excess Charges** - To recompense Hilton Village Hall for additional staff time to remedy incidents. Excess Charges can, if appropriate be deducted from the Security Sum of £500 unless such damage to the property exceeds the Security Sum when the hirer will be billed separately.
6. **Unlawful behaviour** - Any substance that is deemed as either illegal or which it is inappropriate to use in the Hilton Village Hall and may include but not be limited to glue and any other item which is sniffed and any item which is deemed illegal under the terms of UK legislation.
7. **Calendar Month** - is defined as a period of time which runs from a day number in one month to the previous day number in the following month. For instance, 9th March to 8th April.
8. **Working Days** - All days of the year excluding the following: Christmas Eve to 1st January inclusive, all Bank holiday and other days that the committee decide when there should be an efficiency closure.
9. **Smoking** - This includes e-cigarettes, and is not allowed anywhere other than in the area specifically indicated to the side of the front door.
10. **Premises** - All grounds and environs, not just the Hilton Village Hall building.
11. **Office Administrator** -The person appointed by Hilton Village Hall Management Committee to administer the booking and invoicing processes.
12. **In writing** (written) - includes email.

Payments by Cash or cheque to Hilton Village Hall or bank transfer

Sort code 30-64-18 Account No 54425168

