

Rodington Village Hall

Registered Charity No 522563

Booking Form

Name of Applicant:

Address:
.....
.....

Telephone Number: Daytime Evening

Date of Function

Nature of Function

(Please give as full details as possible e.g. wedding, dance, birthday party, charity function, etc
N.B. If charitable function please give details of charity)

Time Hall required: (Monday – Friday, no later than 1:00 a.m., Saturday no later than Midnight)

From To

Number of persons expected
(Limited to 150)

Is Bar required ? **Yes / No** (Delete as applicable)

Due to licensing changes, and changes to tenancy of contracted bar please speak to the Booking Sec if Bar is required

Rodington Village Hall

Booking Form continued _____

All contracts of hire in respect of the Village Hall are subject to the Terms and Conditions of Hire as Attached

Please read before you sign. (The person signing must be over the age of 21 years and will be held Responsible for ensuring that conditions of hire are adhered to).

Signed _____ Date _____

Please complete and return BOTH pages of the booking form with deposit to :-

Booking Secretary Mr S. Boden
 The Coach House
 Rodington Heath
 Shrewsbury
 SY4 4QX

 Telephone 01952-770524

FEES:-

DEPOSIT*	£	_____
HIRE CHARGES	£	_____
PREPARATION TIME	£	_____
HIRE OF CUTLERY	£	_____
TOTAL	£	_____

N.B All cheques to be payable to :-

Rodington Village Hall Management Committee

* Deposit returnable if the hall is left clean and tidy and in a satisfactory condition.

The use of candles in the main hall and meeting room is limited to tea lights, and these must be placed in non-combustible containers. Use of candles in all other areas of the hall is prohibited.

N.B. FIREWORKS ARE NOT ALLOWED AT VILLAGE HALL FUNCTIONS

Rodington Village Hall Management Committee

REGISTERED CHARITY 522563

CONDITIONS OF HIRE

1. **Charges — as schedule appertaining at time of hiring. The entire fee is to be paid no later than one month prior to the date of the function. A deposit of £75 will be required at the time of booking.**
2. Cancellation - in the event of the Hirer canceling, the deposit paid should be forfeited. Where the cancellation is made within 28 days of the function the full hiring charge shall become payable unless the hall is hired by someone else for that date. The Committee reserves the right to exercise the cancellation clause within 28 days of the function.
3. Sub-letting — the Hirer shall not sub-let the accommodation or any part thereof.
4. Attendances — the maximum number of persons allowed to attend a function at the hall is 150.
5. Maintenance of good order — **the hirer shall at all times be responsible for the maintenance of good order during functions and for the maintenance of the No Smoking Rule.** If the Committee subsequent to the contract being made discover that the hiring is, or is likely to be, of an objectionable or undesirable nature, or that the Hirer is otherwise in breach of any conditions of this agreement, this agreement may be immediately cancelled by the Committee without payment of compensation to the Hirer.
6. Damage — the Hirer will be responsible for all loss of, or damage to the property at the premises or property brought onto, or hired from, the premises and for injury to persons, or animals caused by or in consequence of any act or omission on the part of the Hirer, its agents or servants, and the Hirer is to keep the Committee indemnified in respect of any such loss, damage or injury.
Appropriate footwear shall be worn at all times to prevent damage to the floor of the Hall. Playing of ball games of any kind is strictly prohibited unless authorised by the Committee.
If any damage is done to the Hall or the premises or their fittings, the expense of making good the same is to be paid by the hirer.
7. **FIRE REGULATIONS MUST BE ADHERED TO AND FIRE EXITS KEPT ABSOLUTELY CLEAR OF ANY OBSTRUCTIONS AT ALL TIMES. IF THE FIRE ALARM IS ACTIVATED THE HALL MUST BE EVACUATED AND ALL AREAS CHECKED. THE ADVERTISED PROCEDURE MUST BE FOLLOWED**
8. ***Music must be kept to a reasonable volume and must cease no later than the agreed finishing time of the function.***
9. **THIS IS A NO SMOKING HALL. FAILURE TO ENSURE THAT THIS CONDITION IS OBSERVED WILL RESULT IN AUTOMATIC LOSS OF DEPOSIT**
10. When the Village Hall licensed bar has been booked for a function no-one is permitted to take their own drinks into the hall (licensing laws and age limits apply).
11. Right of entry — right of entry to the Hall is reserved to the Chairman, and duly authorised members of the Committee at all times.
12. The Hall and premises are to be left in a clean and tidy order and the key returned no later than one hour after the end of the hiring period.
13. Parking — under no circumstances will the Committee accept any responsibility for the loss of, or damage to, any car or other vehicle which in connection with a function may be brought to or left within the precinct of the building. The Hirer shall ensure that no car or vehicle is allowed to be parked in any unauthorised position and that any instructions given by the Committee's employees with regard to parking are strictly observed.
14. Accidents or injuries must be recorded in the accident book.
15. ***The use of candles in the main hall and meeting room is limited to tea lights, and these must be placed in non-combustible containers. Use of candles in all other areas of the hall is prohibited.***
16. **FIREWORKS ARE NOT ALLOWED AT VILLAGE HALL FUNCTIONS**

ACCESS STATEMENT FOR RODINGTON VILLAGE HALL.

(Charitable Trust 522563)

Effective from October 2006.

The Village Hall is for the use of the inhabitants of Rodington and the neighbourhood, without distinction of sex or of political, religious or other opinions, and in particular for the use of meetings, lectures and classes, and for other forms of recreation and leisure-time occupation with the object of improving the life of the said inhabitants.

(Extract from the Constitution.)

The Management Committee reserve the right to disallow any event deemed to have an unlawful purpose, or which may lead to disorder, damage or injury. Events with fireworks are not allowed.

Stewards.

Regular users or event organisers must nominate a **minimum of two stewards who** must be aware of emergency procedures, in particular those requiring evacuation of the hall. Where necessary, they will also assist those with disabilities. At every event the two stewards must sign the attendance book located in the foyer.

Facilities For Those With Disabilities. Car Parking.

The generously sized car park provides two reserved spaces for the hall and one for the Post Office. Stewards at each event may reserve additional space if there is a known requirement.

Entrances and Exits.

The main entrance to the foyer, the Post Office and the fire exit from the meeting room have a maximum gradient of 1:20 to allow wheelchair access. The steps and ramp are fully compliant with Building Regulations but care should be taken when leaving the building. Other fire exit gradients are 1:12. Fire exits (keyless) are signed. Doors to the kitchen, and bar will normally be locked, with unlocking from the inside only.

Except for the stage and loft area, there is level access throughout the interior of the building. Only those with permission to store items, the Management Committee or maintenance staff are allowed to enter the loft.

Toilets.

A unisex toilet for the disabled (including ambulant disabled) is provided off the foyer. All others will be expected to use the male or female toilets.

Counter Heights.

Serving counters in the reception bar, Post Office and retail counter incorporate an area for serving customers in wheelchairs.

For The Hard of Hearing.

The meeting room is fitted with a loop system. This is switched on at the control panel, and should be switched off after use. The Post Office counter is fitted with a voice enhancer and loop system. Areas **that** may present difficulties **for the disabled.**

- The kitchen. This remains unchanged. (Interior access door 71cm wide.)
- The Stage. There is a 50cm high fixed stage with rear access doors via steps.
- Main Hall. There is no loop system at present. This will be included in future plans.

Evacuation In Case Of Emergency.

The hall and Post Office are equipped with break-glass alarms points at entrances and fire exits. External doors to the bar, kitchen and storeroom (normally locked) are not included. Alarms will sound in the foyer, the main hall and the Post Office.

On hearing the alarm, the hall and Post Office must be evacuated to the car park and playing field.

- The posted instructions must be followed.
- Stewards must ensure that the toilet areas have all been cleared. The alarm control panel is situated by the reception area.

(Issued September 2006)