



Instow Village Hall - Letting Agreement

Registered Charity No 300873 Email: bookings@instowvillagehall.co.uk

Please complete enquiry form online or email the below – up to date availability is shown at www.instowvillagehall.co.uk. After confirmation please pay to confirm booking. No booking is firm unless paid in advance. Cheques made payable to: Instow Parish Hall. Payment can be made by BACS. (Sort Code 09-01-55; A/C no. 39335185)

Date/s reqd: _____

Hours: from _____ to _____
(include setting up and clearing up times)

Function: _____

Bar * Yes/No

Public Performance * Yes/No

Total numbers allowed: 75 seated, 150 auditorium or standing

(* Any hiring which is not for a club or private event but involves members of the public admitted by ticket or freely must comply with North Devon Council (NDC) regulations as to numbers, hours, fire precautions etc. The sale of alcoholic drinks at a private event must also comply. Smoking is not permitted.)

The Committee reserves the right to charge for cleaning where it is required after an event.

Name of Hirer: _____

Representing: _____

Address & Phone Number _____

**Charges £10 per hour (includes use of crockery, cutlery, glasses and kettle)
Extra charges - £30 per booking for full use of kitchen and equipment. Please email us for discounts for regular users.**

Charge for hire of Hall

Extra charges

TOTAL CHARGE

* I understand that I cannot sell alcohol or include it in the ticket price of an event without a Temporary Events Notice. I have read and agree to the Conditions of Hire and have kept a copy of the agreement.

SIGNATURE OF HIRER..... DATE.....

Signature of Lettings Officer.....

See CONDITIONS OF HIRE overleaf PLUS sheet of important advice for Parish Hall users.

CONDITIONS OF HIRE OF INSTOW PARISH HALL

1. PUBLIC SAFETY -The hirer shall comply with all conditions and regulations made by the Fire Authority and NDC, in particular noting 3 fire exits, appliances, 3 hand operated alarms and assembly point and appointing 3 stewards. The maximum number of standing persons permitted in the main hall is 150, auditorium 150, table seated 75. A mobile phone should be available for use outside the premises to access a network. Phone box on Quay.
2. Persons under the age of 18 are ineligible to hire the Parish Hall.
3. DAMAGE - The hirer must report any damage or loss of amenities to a member of the management committee as soon as possible and where the hirer has caused a breakage or damage, an appropriate charge will be agreed with the Treasurer. No sellotape, drawing pins or masking tape may be used to fix decorations on the walls. Decorations may be hung from the beams, if in doubt enquire from the Secretary (861165). Stiletto heels not permitted.
4. Any accident should be recorded in the accident book.
5. USE OF PREMISES – The hirer shall not use the hall for any purpose not described in the hiring agreement and where necessary be insured for the activity taking place. The committee reserves the right to attend any event to observe that the conditions are being kept.
6. GAMING, BETTING, ALCOHOL CONSUMPTION – must be in accordance with statutory and local regulations including the Licensing Act 2003 which prohibits sale of alcohol in the hall either included in ticket price or sold separately without a TENS licence. It is the responsibility of the hirer to obtain a Temporary Event Notice for the sale of alcohol. Completed application forms must be lodged with NDC well in advance of the event and displayed in the hall foyer.
7. HEALTH AND HYGIENE – Food preparation, serving and selling must be in accordance with all relevant regulations. Paper towels and soap for hand washing only are provided in kitchen and WC's. All waste food must be removed in bags by the hirer. Advice on kitchen use is provided in kitchen. The hirer must provide dishcloths, tea cloths and washing up liquid (except for the dishwasher). The dishwasher must be drained.
8. FIRE SAFETY – No portable heaters may be brought on to the premises. Any electrical equipment brought into the hall must be in safe working order. No candles or tea lights may be used without permission.
9. CHILDREN – The hirer shall ensure that any activity for children shall comply with the terms of the Parish Hall Safeguarding Children Policy and parents must remain on the premises during children's parties.
10. ANIMALS – Only assistance dogs may enter the hall unless permission is agreed with the Secretary.
11. EQUIPMENT – Any items brought into the hall must be removed at the end of the period of hire. Children and young persons may use polyprop chairs only. Tables must be moved in the trolleys provided. No hall equipment may be removed from the premises without permission from Hall Officers.
12. NOISE – The hirer must ensure no disturbance to nearby residents when using or leaving the hall. The volume of amplified sound must at all times be under the control of the hirer.
13. ONE DAY SALES & COMMERCIAL HIRING – Shall be in accordance with the Fair Trading conditions available from the Letting Officer; and be insured
14. CANCELLATION – The committee reserves the right to cancel a booking when the hall is required for an election or if the committee believes an unlawful activity may take place. Hirers will forfeit their charge in the event of a cancellation of less than 7 days; 7 to 28 days 50%; over 28 days no forfeit.
15. HOURS – The permitted hours are defined by NDC for public entertainment. Permission must be sought for any extension. (Refer Public Entertainment Licence on display in hall)
16. END OF HIRE – The hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured. Any contents of the hall shall be replaced in their original position i.e. staging, chairs and tables as per diagrams in corridors. No activity or club materials shall be left in the main hall but placed in store cupboards provided. All rubbish including food waste, bottles and jumble must be removed. There is no NDC collection. Outside caterers must remove all rubbish and recyclables. All lights to be turned off and sound equipment including microphones.
17. The Hall is a charitable hall, which is managed by the trustees for the benefit of the local inhabitants. Parishioners will be given preference in booking but cannot expect an existing booking to be cancelled.
18. The lights are controlled by switches by the entrance door of the main hall, by the Tarka Trail door and end door of the garage side corridor for the horizontal fluorescent lights on the wood panels across the hall.
19. Heating meters requires £1.00 or £2.00 coins to operate.
20. PUBLIC PERFORMANCES must comply with the advice given by the Fire Authority, copies can be supplied by the Letting officer or Secretary.