

**OMBERSLEY MEMORIAL VILLAGE HALL
SANDYS ROAD, OMBERSLEY, WORCESTERSHIRE, WR9 0DY**

HIRE AGREEMENT

Name of Hirer:			
Address:			
		Postcode:	
Tel no:		Email:	

I confirm the booking of Ombersley Memorial Hall as follows:

Purpose/Description of Hire			
Date/s required:			
Time required from:		Time required to:	
Number of people attending (no more than 120):			

The following can be hired for an extra cost:

	Qty Required		Qty Required
Tablecloths – large white		Tablecloths - small red/white check	
Chair covers - white		Chair covers – cream	
Display board – 2’x’4 double sided		Display board – 2’x3’ double sided	

Alcohol

If alcohol is for sale you must provide a copy of the Temporary Event Notice at least a week prior to your event taking place. **Non-compliance will result in a report to the local authority and a loss of your deposit.**

Will alcohol be sold?	Yes / No
If yes, please sign to confirm that you have received approval from the Committee to apply for a Temporary Event Notice (TEN) from Wychavon District Council.	Signature:

Music

During music of any kind, all external doors and windows must be kept closed after 8.00pm. All music must finish by no later than 11.30 p.m. **Non-compliance and any complaints resulting from excessive noise will result in loss of deposit.**

Are you having music	Yes / No
What type of music is it (e.g. live band, disco)	

TERMS AND CONDITIONS:

All hirers must be over the age of 18

Payments

Total Hiring Fee*	£
25% non-refundable deposit required at time of booking	£
75% balance required 30 days before date of hire	£
Additional Damages Deposit required 30 days before date of hire**	£175

The Memorial Hall will be inspected following every event to ensure everything has been left clean and tidy and all rubbish has been removed.

*Should the hirer change any part of the booking at any time following the date on which the booking is made, an increase in rates may be applied.

** The damages deposit will be refunded in full within 7 days of the end of the hire provided that:

- i. no loss or damage has been caused to the premises and/or contents
- ii. no complaints have been made to the Committee about noise or other disturbance during the period of the hire or as a result of the hire
- iii. no additional cleaning or rubbish removal is required after the hire

Any additional costs incurred as a result of this hire will be deducted from the deposit. Should any further costs be incurred in excess of the deposit, the hirer will undertake to pay a sum agreed following an independent, professional assessment.

Cancellation Policy

Cancellation fees will be as follows – please note that the 25% booking deposit is non-refundable
Cancellation prior to one month of date of event – 50% of remaining 75% balance of hire fee
Cancellation within less than one month of event – no refund

Liability

The Memorial Hall will not be liable for Client's personal belongings during the hire period.

Events, Activities and Exhibitions.

We will not provide indemnity in respect of Events, Activities and Exhibitions

- 1) where the event duration lasts longer than 48 hours
- 2) involving
 - a) weapons
 - b) professional sport teams or persons
 - c) bouncy castles and other inflatable devices
- 3) for Bodily Injury to any person taking part in contact sports (including martial arts)

I confirm that I have read and understood the Terms and Conditions and will ensure that all requirements mentioned therein are fully complied with.

Date	
Signature	
Print Name	

N.B. Please note that the space is not booked until you have paid your invoice and received confirmation of the booking.

CONDITIONS OF HIRE OF OMBERSLEY MEMORIAL HALL

The Hirer shall agree to:

Health and Safety Checklist

- Carry out the requirements of and be familiar with Conditions of Hire with regard to SAFETY of all users.
- Provide their own first aider.
- Use any electrical equipment brought in by the hirer safely in accordance with the instructions.

A COPY OF THE HEALTH & SAFETY POLICY IS DISPLAYED ON THE NOTICE BOARD AND ON OUR WEBSITE www.ombersleyhall.co.uk

Supervision

- Be responsible for the supervision of all activities to ensure the hall's fabric and contents are safe from damage however slight and to monitor the behaviour of all persons using the hall whatever their capacity.
- Adult Supervision at all times for young persons under the age of 18 years and for vulnerable adults.

Responsibilities

- Make good or pay for the cost of all damage [including accidental damage] repairs or replacement to the village hall or to the fixtures, fittings or contents and loss of contents.
- Please do not use drawing pins, Sellotape or blue tack on the walls of the hall or in other rooms.
- Only traditional paper or flower petal confetti may be used in the outside areas. Under no circumstances may plastic, non-biodegradable shapes be used outside.
- If hirers use sound recording in the course of any event held in the Hall, it is their responsibility to take appropriate licensing actions with the relevant reforming rights agency.
- The hirer agrees not to exceed the number of agreed attendees.

Period of Hire

- The time stated on the booking form for access to and vacating the Hall must be strictly adhered to.
- Access before and after your event for setting up and cleaning must be agreed with the booking secretary at the time of booking

Fire Precautions

- Read the Fire Precautions and Instructions document.
- Adhere to the non-smoking policy.
- Make themselves familiar with fire Emergency Exits which must be always left clear of any obstruction.
- Extinguisher points: Foyer, Hall, Stage.
- In an emergency advise the services of Ombersley Memorial Hall's Postal Code WR9 0DY.

Health & Food Hygiene

- Observe all relevant food and hygiene legislation and regulations in preparing, serving or selling food.
- Read and comply with all the items on the Notice Sheet posted on the inside of the Kitchen.

Drink Licence - Duty of Responsibility and Care

- The hirer is responsible for obtaining a licence when alcohol is to be sold.
- Not to sell or serve alcohol to or allow anyone under the age of 18 to drink alcohol.
- Not allow alcohol to be consumed on the car park.
- Ask anyone suspected of being drunk/or having drugs or acting in a disorderly way to leave the hall and will be removed from the surrounding area.

Give Consideration to Local Residents

- Allow no loud noise or nuisance during the hire period, particularly if smokers leave the hall.
- Ensure that vehicles park in an orderly way avoiding obstruction of the main road and drive away quietly.

Children & Vulnerable Adults Policy

- Users to take special care when dealing with Children and Vulnerable Adults.
- The hirer is responsible for the health and safety of children.
- Report any concerns, suspicions or alleged incident to the Nominated Trustee (in confidence)

End of Hire

- At the end of the hiring and before leaving, clean and tidy the premises, replace tables and chairs to their original positions.
- Use correct refuse bin outside and take away any items which can be recycled.
- Switch off all lights, close all windows and all doors. Check fire doors are closed securely. Turn off all electrical equipment used.
- If kitchen was used make sure the Electric Cooker, Water Heater and Dishwasher are turned off.
- Advise the Booking Secretary of any damage caused or of anything requiring attention. (bookings@ombersleymemorialhall.co.uk or 07936 467390).

HIRE CONDITIONS DURING COVID-19

- **An extra 10 minutes** will be allocated by the Bookings Secretary between hirings to enable the sanitising of hands, the cleaning of furniture, light switches, door handles, toilets, wash basins etc.
- **All windows and doors** (including fire doors) should be open during the period of hire and closed before departure.
- **Face masks** should be worn when entering the hall and used throughout the period of hire if 2m social distancing is not possible.
- **Track and Trace** – all attendees to provide names and contact details to the organiser of the event. This information should be kept for three weeks and then destroyed. This does not affect their Data Protection. Should anyone be taken ill with COVID-19 remove them to the designated area in the Jubilee Room by the open fire doors. Provide a bowl of soapy water for hand washing, paper towels and a black bin bag. Telephone 111 and advise the Bookings Secretary on 07936 467390 or email bookings@ombersleymemorialhall.co.uk as soon as possible.
- **First Aid Box** – This will be kept in the Jubilee Room along with the Accident Book.