



# PUNNETTS TOWN VILLAGE HALL

Battle Road – Punnetts Town – Near Heathfield – East Sussex – TN21 9DS

## Booking Form

In order to hire Punnetts Town Village Hall or areas thereof the HIRER will be required to complete this booking form and return it to:

Punnetts Town Village Hall C/O: Mrs.M.Lambert-Gorwyn, Lewhurst, Flitterbrook Lane, Punnetts Town, East Sussex, TN21 9PQ

The booking secretary will advise you of the total hire charge and the required deposit, bookings are not guaranteed until deposits have been paid.

Deposits are non-refundable

**All Cheques to be made payable to 'Punnetts Town Village Hall'**

Date required:

Day	Date	Month	Year
-----	------	-------	------

Please ✓ all boxes that apply:

### Time required

Overall timings are to include Preparation and Clearing Up Time

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09.30 – 13.30	14.00 – 18.00	18.30 – 22.30
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09.30 – 18.00	14.00 – 22.30	09.30 – 22.30

### Premises required

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Main Hall	Meeting Room	Main Hall & Meeting Room
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Changing Rooms	Kitchen	All Hall Facilities

Other Timing (Please Specify)

From To

--	--

Estimated Number of People Attending

--

Hirer Name:

Organisation:

Address:

Postcode:

Telephone Number:

Mobile Number:

E-mail Address:

@

Purpose of Hire /Description of event:

This Event is (Circle):

Public Private Commercial Charitable

The Hall committee regrets that owing to previous difficulties we are unable to permit the premises to be used for 18<sup>th</sup> – 21<sup>st</sup> Parties

The Hirer (or a designated representative) undertakes to be present during the hiring and to comply fully with the hall terms & conditions (full terms & conditions available on request). None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

Signed by the person named as the "Hirer" (above),

Sign:	Print Name:	Date:
-------	-------------	-------

### Punnetts Town Village Hall Management Committee Use Only

Duly authorised, on behalf of the Punnetts Town Village Hall Management Committee by Mrs.M.Lambert-Gorwyn

Total Hire Charge:	Non-Refundable Deposit Required:	Balance Payable:	Comments:
£ :	£ :	£ :	

Authorised Representative: Mrs.M.Lambert-Gorwyn (Booking Secretary)

Address: Lewhurst, Flitterbrook Lane, Punnetts Town, Heathfield, East Sussex TN21 9PQ Telephone Number: 01435 830645

Registered Charity No: 1113077

Company No: 5314691



# PUNNETTS TOWN VILLAGE HALL

Battle Road – Punnetts Town – Near Heathfield – East Sussex – TN21 9DS

PTVH/CH/1/291110

## Conditions of Hire

(Page 1 of 2)

These standard conditions apply to all hiring of the Punnetts Town Village Hall. If the Hirer is in any doubt as to the meaning of the following, the Bookings Secretary should immediately be consulted. In some circumstances there may also be "Special Conditions Of Hire" and in such cases the Special Conditions Of Hire terms will apply in tandem to the terms laid out in this document.

### 1. Supervision

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage (however slight) or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the Bookings Secretary, the Hirer shall pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

### 2. Use of Premises

The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof. The premises are not permitted for the purposes of 18<sup>th</sup> – 21<sup>st</sup> parties (inclusive).

### 3. Gaming, Betting and Lotteries

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

### 4. Licences

The Hirer shall ensure that they hold any licences required in respect of any activity in the Village Hall that may require a license to be held (Including Performing Society Rights Licence which permits the use of copyright music in any form e.g. record, compact disc, tapes, radio, television or by performers in person), or obtain written confirmation that the Village Hall holds such licences.

### 5. Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

In advance of an entertainment or play the Hirer shall 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 used.*
- ✓ *That any fire doors are not wedged open.*
- ✓ *That exit signs are illuminated.*
- ✓ *That there are no obvious fire hazards on the premises.*

### 6. Means of Escape

All means of exit from the premises must be pointed out by the Hirer to the participants. Such exits are to be kept free from obstruction and immediately available for instant unhindered public exit. The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied.

### 7. Outbreak of Fire

The Fire Brigade shall be called to any outbreak of fire, however slight, and details of it shall be given to the Secretary of the management committee.

### 8. Health and Hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

### 9. Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer **must** make use of it in the interests of public safety.

### 10. Accidents and Dangerous Occurrences

The Hirer must report in detail all accidents involving injury to the public to a member of the Village Hall Management Committee **as soon as possible**. Any failure of equipment belonging to the Village Hall or brought in by the Hirer must also be reported **as soon as possible**. Certain types of accident or injury must be reported on a special form to the local authority. The Hall Secretary will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).



# PUNNETTS TOWN VILLAGE HALL

Battle Road – Punnetts Town – Near Heathfield – East Sussex – TN21 9DS

PTVH/CH/2/291110

## Conditions of Hire

(Page 2 of 3)

### 11. Explosives and Flammable Substances

The hirer shall ensure that:

- Highly flammable substances are not brought into, or used in any part of the premises and that
- No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.

### 12. Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the Management Committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

### 13. Drunk and Disorderly Behaviour and Supply of Illegal Drugs

The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and to prevent violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall only be served in line with current licensing legislation. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

### 14. Animals

The Hirer shall ensure that no animals (including birds) but except guide dogs are brought into the premises, other than for a special event agreed to by the Village Hall. No animals whatsoever are to enter the kitchen at any time.

### 15. Compliance with The Children Act 1989

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children (checks may also apply where children over eight and vulnerable adults are taking part in activities). The Hirer shall provide the Village Hall Committee with a copy of their Child Protection Policy on request.

### 16. Fly Posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of the Village Hall's Management Committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

### 17. Sale of Goods

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

### 18. Cancellation

If the Hirer wishes to cancel the booking before the date of the event any deposits paid shall be lost. The Village Hall reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- (b) The Village Hall Management Committee reasonably considering that:
  - Such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or
  - Unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- (c) The premises becoming unfit for the use intended by the Hirer.
- (d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Village Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

### 19. 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 unless directed otherwise and any contents temporarily removed from their usual positions properly replaced; Hall property hired and removed from the premises is to be returned promptly at the end of the hire period. The hall must be left in a clean and tidy condition ready for the next hirer and all tables, chairs etc must be cleared away.

For any such failure the Village Hall Management Committee shall be at liberty to make an additional charge.

PTVH/CH/3/291110



# PUNNETTS TOWN VILLAGE HALL

Battle Road – Punnetts Town – Near Heathfield – East Sussex – TN21 9DS

## Conditions of Hire

(Page 3 of 3)

### 20. Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

### 21. Stored Equipment

The Village Hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed. The Village Hall Management Committee may use its discretion in any of the following circumstances -

- in respect of stored equipment - failure by the Hirer either to pay any storage charges due and payable or to remove the same within 7 days after the agreed storage period has ended
- in respect of any other property brought on to the premises for the purposes of the hiring - failure by the Hirer to remove the same within 7 days after the hiring, dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

### 23. No Alterations (Temporary or permanent)

No decorations are to be pinned, tacked, stuck, bluetacked or otherwise attached to the walls, doors or beams, except using the hooks provided. Bluetack, pins or tape must not be used on any surface, including walls, beams, doors or door frames.

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Hall Secretary. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Village Hall remain in the premises at the end of the hiring. It will become the property of the Village Hall unless removed by the hirer who must make good to the satisfaction of the Hall Management Committee any damage caused to the premises by such removal.

### 24. No Rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

**In signing the booking form you agree to our conditions of hire.**



# PUNNETTS TOWN VILLAGE HALL

Battle Road – Punnetts Town – Near Heathfield – East Sussex – TN21 9DS

PTVH/H&S/291110

## Health and Safety Policy Statement

### **This document is the Health and Safety Policy of Punnetts Town Village Hall;**

Our policy is to provide healthy and safe working conditions, equipment and systems of work for our volunteers, committee members and hirers by ensuring Village Hall Equipment is maintained in a safe condition for all users and to provide training and information as necessary to volunteers and users.

It is the intention of the Punnetts Town Village Hall Committee to comply with all Health and Safety legislation and to act positively where it reasonably do so to prevent injury, ill health or any danger arising from its activities.

The emphasis of legislation is to prevent accidents from occurring through risk assessment. The key actions taken is to set up a routine look at the premises and equipment, assess the possible risk of an accident occurring and take steps to reduce the risk.

The Committee have a duty of care under common law towards individuals and organisations to avoid carelessly causing personal injury or damage to property. The Village Hall Committee have a statutory duty under the health and safety at work act 1974 to take reasonably practicable steps to ensure the health and safety of others that use the hall.

District Councils environmental health departments and the health and safety Executive have responsibility for enforcing health and safety requirements. The Local Authority make inspections to ensure that playgroups and nurseries meet Ofsted standards. These inspections are valuable in ensuring the premises are safe.

It is of extreme importance that the Village Hall Committee take steps necessary to ensure that they do not become libel under health and safety legislation or that their insurance is not invalidated through their own negligence.

Employees , hirers , users and visitors are expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in hiring agreements and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Signed for and behalf of Punnetts Town Village Hall Committee

Signature:

Date: 31<sup>ST</sup> January 2012

**Chairman  
Punnetts Town Village Hall Committee**



# PUNNETTS TOWN VILLAGE HALL

Battle Road – Punnetts Town – Near Heathfield – East Sussex – TN21 9DS

PTVH/SCH/291110

## Special Conditions of Hire

These Special Conditions of Hire include provisions required to comply with the Premises License issued under the Licensing Act 2003. These conditions apply to all events at which regulated entertainment or the sale of alcohol takes place.

### 1. Hours of Opening & Specific Exclusions

- The premises shall not be used for licensable activities except between the hours of 8.00 and 24.00 unless special permission has been issued by Wealden District Council and by The Management Committee.
- The hall will not be hired out to any commercial organizations that wish to use it to hold disco's or dance functions of any kind
- The hall will not be hired out for birthday parties or similar events to persons between the ages of 18 -24 unless they reside within the village of Punnetts Town unless previously agreed by The Management Committee

**2. Capacity and Supervision.** The number of people on the entire premises shall not exceed 175 for dancing, or 150 seated.

**3. Age.** 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 Premises Licence and/or the Operating Schedule relating to management and supervision of the premises are met.

**4. Dangerous and unsuitable Performances.** Performances involving danger to the public, or of a sexually explicit nature, shall not be given.

**5. Film Shows.** Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification.