

Lockington and Hemington Village Hall

Booking Form

Date of Booking		
Name of Hirer		
Notes	Please use rear car park rather than parking on Hemington Lane.	

**Please sign and return this form with full payment to our Treasurer
Bank transfer to sortcode 40-16-26 account 90545082 or Cheques made
payable to Lockington & Hemington Village Hall**

**Please sign and return this form with full payment to our Treasurer
Gill Simkiss, 1 Brooklet Farm, Isley Walton, Derby, DE74 2RL, email to
clerk@hemlock.org.uk** The key code will be emailed to you one week before use
by the Treasurer.

We would ask all hirers to read the details below as it gives the guidelines for using the hall and emergency instructions. Our Terms and Conditions of Hire are displayed on the notice board. Copies of all risk assessments can be made available upon request. The person or organisation to which the hall is let shall be responsible for its proper and orderly use and will be liable for any damage done to the hall and its contents or any loss duly reported.

Fire Procedure

In accordance with current legislation, the hirer will be deemed wholly responsible for the observance of fire and evacuation procedures in the event of fire breaking out. He/she should fully acquaint him/herself with the fire drill and fire exits and ensure that all exits are kept clear at all times and the fire exit signs are working and be wholly responsible for the control and running of the function including the control of the noise level both inside and outside the hall.

At least two adults must be in attendance at any children or teenage function. Please ensure that whilst the hall is in use, the bolts on the front inner door are left unbolted, so that in an emergency the doors can be pushed opened quickly, allowing the hall to be evacuated quickly.

Cleaning – *The hall should be left as it was found*

The hall shall be left in a clean and tidy condition, all furniture returned to its storage point. Crockery and kitchen equipment should be cleaned and returned to the cupboards. The kitchen and bar floor should be wet mopped if any spillages have taken place. The hall wooden floor should be swept and any spillages should be cleaned using the minimum amount of water, as excess wetting will result in permanent damage to the floor. The carpet in the bar area should be vacuumed. Cleaning equipment can be found in the storeroom to the left of the stage. *If you have more rubbish than will fit into the Village Hall dustbin you must take this away with you.*

Heating

The Hall has Central Heating installed. This is set to come on at the times the Hall is normally in use during the winter/colder months. However, if you are using the Hall and the heating is not on, please press the boost button, which will start the heating for a short period. The button can be pressed again after this period if required. Please do not alter the thermostat or any other settings as this will spoil it for other hall users.

Accidents and Emergencies

All accidents should be recorded in the first aid book and all emergencies MUST be reported to the Management Committee. Please see notice board for detailed procedures.

Insurance

The Hall's current certificate of insurance is on view on the notice board in the main hall. 'Please note if bouncy castles or similar are used at the hall we cannot be held responsible for any accidents that result from their use. Separate insurance should be arranged by the hirer.

Licensing Act

Any event involving the sale of alcohol must obtain a Temporary Events License from NW Leicestershire District Council's Licensing Section. It is your responsibility to check whether your event requires a license and if so to pay for and obtain it. You can contact the Licensing Section on 01530 454844. Please notify us if a license is being obtained as we can only hold licensed functions 12 times a year and it is essential, we keep a check on how many licenses have been applied for. The License should only be applied for until 12 midnight, otherwise it takes up two of our twelve license applications.

PLEASE NOTE THAT IT IS VITAL TO LOCK THE REAR CAR PARK GATE AFTER USE TO PREVENT UNAUTHORISED ENTRY. THE CAR PARK IS OWNED BY THE PARISH COUNCIL AND THEY WILL REQUEST THE RETURN OF ALL KEYS SHOULD IT BE FOUND TO BE LEFT UNLOCKED.

No drawing pins or blue tac to be put on any of the walls in the hall.

The maximum capacity of the hall for events as laid down by the Fire Authorities:

Seated Maximum: 120 Dance: 195

I confirm that I have read and understood the above points.

Signed:

Date: