

Standard
Booking
Form



Long Clawson
Village Hall &
Recreation Ground
Limited
Registered Charity
No. 1096772

Long Clawson Village Hall, Back Lane, LONG CLAWSON, Leicestershire. LE14 4NA

Hirer's Contact Details: Please write CLEARLY - An email address MUST be provided and will be used for invoicing

| | |
|---------|-----------|
| Name: | Address : |
| Phone: | |
| Mobile: | |
| Email: | |

Purpose of hire and number of people attending:

_____ Adults: _____ Children: _____

| | |
|--|---|
| Date Required: _____ Room / facilities required (Please circle if required): Main Hall / Lounge / Kitchen V Hall Run Bar Required? <p style="text-align: center;">YES NO</p> | <p style="text-align: center;">Times for function:</p> Access time: _____ Start of function: _____ Finish of function: _____ Vacate time: _____ Bar start time: _____ Bar finish time: _____ |
|--|---|

Rates will be reviewed annually on 1st June.

| | Main Hall | Lounge | Kitchen | Bar |
|--|---|----------------------------------|--|--|
| Maximum capacity | 200 seated or 300 standing | 50 seated or 80 standing | Min charge £20.00 | 20 seated or 40 standing |
| Mon - Friday | 08.00 – 18.00 £16.75 per hour | 08.00 – 18.00 £12.75 per hour | £10.00 per hour (min Charge £20) | £40.00 towards cost of licence for Village Hall run bar |
| Mon - Thurs | 18.00 – 23.00 £20.50 per hour | 18.00 – 23.00 £13.75 per hour | | |
| Friday (from 18.00), Saturday, Sunday & Bank Holidays | £24.00 per hour | £16.75 per hour | £10.00 per hour | As above |
| Children's Party Rate | £90 (for 3 hours to include kitchen use) | | | |

A deposit of £100 is required (non-refundable) at the time of booking. Full payment is required at the time of booking if:

- an event is booked less than 6 weeks before the event date.
- small events costing less than £100.

Terms of hire plus Special Conditions of Hire during Covid-19

- Please note, hall hire is charged from access time to vacate time.
- A non-refundable deposit of £100 will be required for private functions. This is payable at the time of booking. **Hire fees are payable in advance of key collection, on receipt of an invoice.**
- On leaving please check that all lights are switched off, not forgetting all the toilets and there is no one left on the premises. **All doors and windows must be locked and keys returned as per arrangements made.**
- Glasses, crockery and cutlery must be put away as found and **tables and chairs cleaned and stacked neatly as specified in the store room.** Champagne/wine glasses for tables need to be arranged by hirer unless a village hall bar is booked.
- The hall is charged for refuse/recycling collection at the rate of £5 per wheelie bin. The committee therefore reserves the right to charge at our discretion a fee for any rubbish including recycling that is not removed from the premises. This will be deducted from the deposit. Please ensure all recycling is done using the correct coloured bins.
- Property brought into the Hall by the Hirer is at the Hirer's own risk, and must be removed at the end of the function. Due to shortage of storage space no equipment etc. is to be left in the Village Hall without agreement from the committee.
- Nothing is to be attached to the walls by any means. Please use the wooden rail and hooks provided.
- The Committee reserves the right to refuse admission.
- The caretaker or duly authorised members of the Committee may enter the Hall officially at any function.
- **No** intoxicants may be brought into the Hall without the permission of the Village Hall Committee. If intoxicants are to be sold, it is the duty of the hirer to check with the Booking Secretary that a licence is in place before the event.
- In line with government legislation, from 1st July 2007 smoking is banned in all areas of the Village Hall building.
- Hirers are asked to ensure, during and after a function, that the minimum amount of disturbance takes place outside the Hall.
- It is a condition of our licence that **amplified music** shall be no louder than the background level of noise at the boundary of neighbouring residential properties and is to be **inaudible** at the boundary of neighbouring properties **after 23:00 hours.**
- It is a condition that **all external doors and windows must be kept closed** in all rooms when events involving amplified music or speech are taking place, other than for access or egress.
- It is also a condition that **no fireworks/firework displays** take place within the boundaries of LCVH and Recreation Ground.
- The Hirer is responsible for putting in place appropriate insurance, including but not limited to Public Liability Insurance.
- All statutory or local regulations and rules for public safety must be strictly observed by hirers. Fire safety equipment must not be misused or removed from its designated location except in use. Copies of the Health & Safety Policy and Fire Risk Assessment are available to view in the foyer and must be read by hirers.
- Please note that Melton Borough Council rules state that all functions must have finished by and the hall be vacated by 11:00pm Sunday to Thursday, and 1.00am on Friday and Saturday. Licensing hours for Long Clawson Village Hall stipulate that music, dancing and the sale of alcohol must finish by 10.30pm Sunday to Thursday and 12.00midnight on Friday and Saturday.
- Any two members of the Committee have the power to halt any function without notice if the above rules are abused.

Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.

SC1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

SC2:

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

SC3:

You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using your own ordinary domestic products. You will be required to clean again on leaving.

Please take care cleaning electrical equipment. Use cloths – do not spray!

SC4:

You will make sure that everyone likely to attend your activity or event understands that they **must not do so** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace systems to alert others with whom they have been in contact.

SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6:

You will ensure that numbers are below the levels whereby social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than three people use each suite of toilets at one time.

SC7:

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For people, passing another person in a confined space is less risky, but for older people that should be avoided.

SC8:

You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face.

SC9:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided in the kitchen before you leave the hall.

SC10:

You will encourage users to bring their own drinks and food. You will be responsible if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers and take them away. We will provide washing up liquid.

SC11:

We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleaning is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC12:

In the event of someone becoming unwell with suspected COVID-19 symptoms while at the hall you should ask them to leave immediately. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not already have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the Booking Secretary on 07391518217

I agree to pay a **non-refundable** deposit of £100 (by bank transfer Sort Code: 40.32.14 Account Number 51500872 Long Clawson Village Hall, please put your name as reference and email confirmation of payment to bookings@longclawsonvillagehall.co.uk, or by Cheque payable to 'Long Clawson Village Hall' please).

I have read and agree to the terms of hire and special conditions of hire during Covid-19.

Signed..... PRINT NAME..... Date.....

Booking forms and enquiries to:

Faith Howden, Dovecote Paddocks, 39 East End, Long Clawson, Leicestershire.
LE14 4NG

Tel: **07391 518217** email: **bookings@longclawsonvillagehall.co.uk**

| For Village Hall use only | | |
|---------------------------|--------------|--|
| Deposit paid | Balance paid | |
| Notes on booking | | |

Hirer to retain one copy of the booking form