

Recreation
Ground
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:

Costs per hour (unless stipulated) Rates will be reviewed annually on 1st June

	Muga	Playing Field
Daylight hours	£18.50/ £15.25*	£15.25/ £11.50*
Evening With Floodlights	£25/£20*	
Whole Day		£155 per day

(* Community rates for those living within Long Clawson)

Please fill out the boxes relative to your booking below
Please include the times the facility is required including any setting up before and clearing up after the event.

	Tick if required	Start Time	Finish Time	Total Time	Cost
Muga					
Playing Field					
Toilet Access					

Purpose of hire and number of people (Adults and Children) using the facility:

I enclose a non-refundable deposit of £..... (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.

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

For Village Hall & Recreation Ground use only		
Deposit paid	Balance paid	Extra charges

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**

Notes on booking

Hirer to retain one copy of the booking form

Conditions of hire

1. Fees

- Part hours are charged as whole hours.
- Casual Hirers must pay the fees in full, prior to the date of the event. The booking will not be confirmed until payment is made.
- A Cancellation Fee will be charged to cancel bookings unless two weeks notice is given. For use of the cricket square full fees will be charged if less than two weeks notice is given.
- Line marking can be arranged at an additional charge.
- A deposit is **payable in advance**. If the booking is cancelled within 6 weeks of the date of the booking the deposit is forfeited, (unless there is a subsequent let).

2. Seasonal Hire

- Seasonal Bookings are payable within 14 days of date of invoice.
- Any line marking out of season must be approved by a Recreation Ground Committee member.

3. General Conditions of Hire

- The area is to be left in a clean and tidy condition. Any excess rubbish is to be removed by the hirer. The LCVHRG is charged for refuse collection at a rate of £4.50 per wheelie bin. The committee therefore reserves the right to charge at our discretion a fee for any rubbish not removed from the premises. Please ensure all recycling is done using the coloured bins in car park.
- The driving or parking of vehicles on the grassed areas is prohibited.
- Minimum amplification is permitted, such as a small PA or megaphone, for announcements only, and must not be at a level to cause a nuisance to neighbours.
- Amplification of music or continuous sound requires a licence and permission from the Recreation Ground Committee and any event must comply with the Village Hall Licence Agreement as set out below.
- It is a condition of our Planning Consent that the use of the floodlights ends at 10pm.
- Sub-letting is not permitted.
- No trees or other vegetation to be removed or damaged.
- Property brought onto the Recreation Grounds or 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 Grounds Storage or the Village Hall without agreement from the committee.
- No intoxicants may be brought onto the Grounds or 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.
- A minimum of 1.8m clear width on the footpath must be available at all times and no obstruction may be placed on the footpath.

If using the hall

- 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.
- 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.
- 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 to minimise disturbance to our neighbours.
- 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 also 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.
- 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.
- Any two members of the Committee have the power to halt any function without notice if the above rules are abused.

Permissible Times

- No sporting activity on sports fields will be permitted before 7:30am or after 9:00pm
- Please note that Melton Borough Council rules state that all events must start after 7:30 and have finished by 21:00. If using the bar, the 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 12.00 midnight on Friday and Saturday.

Conditions of hire (cont'd)

Indemnity

- You, the applicant, indemnify LCVHRG from and against all actions, claims, costs, losses, expenses and damages (including costs of defending or settling any action or claim) in respect of:
- loss of, loss of use of, or damage to property of LCVHRG;
- personal injury (including death) or illness to any person or loss of, loss of use of, or damage to any property; resulting from or by reason of anything done or omitted to be done by you arising out of your activities undertaken at or near to LCVHRG facilities.

GENERAL CONDITIONS OF USE OF THE FIELDS

1. The Recreation Ground, but not the cricket square, may be used on a casual basis for Ball Games (except Golf), children's games, walking, running and jogging, picnics and informal gatherings of less than 20 people.
2. When the pitches are being used for formal matches, the general public may use the recreation ground but not the pitch and playing areas.
3. Permission is required, for activity not listed above or for formal games, from Long Clawson Village Hall & Recreation Ground Committee. Please contact: longclawsonvillagehall@gmail.com
4. **Dogs MUST be kept on a lead away from all sports pitches and dog mess must be collected by the owner and placed in the dog waste bin**, in the interests of keeping this area healthy, clean and safe for children playing. This is a requirement of all affiliated sports associations.
5. **No motorised vehicles or bikes** are to be taken onto the field, except electric wheelchairs or those with permission from the Committee. **No Horses**.
6. No structure, marquee, tent or similar may be erected, nor are fires, firework displays or barbecues or model airplanes allowed, without the permission of the Committee.
7. Please note that there is **OPEN WATER** on this ground. Small children must be supervised at all times.
8. Cars are parked at owners risk and **NO OVERNIGHT PARKING** is permitted without permission
9. This area is inspected for safety on a regular basis. Please report any accidents, damages or defects by email to: longclawsonvillagehall@gmail.com and in the event of an emergency call the emergency services - dial 999.

GENERAL CONDITIONS OF USE OF THE MUGA (ALL EQUIPMENT CONFORMS TO EUROPEAN STANDARDS)

1. All persons use this facility at their own risk. The games area is designed for young people **over 8** years of age. We strongly recommend that children under 8 years, or children who are not independent, be supervised by an adult.
2. **TRAINERS ONLY** are allowed on the astro turf. **NO STUDS OR BLADES**. Preferably bring a change of shoes.
3. **NO** smoking, dogs, glass, sharp objects or alcohol into this area.
4. Playing time 30 minutes during the day if other users are waiting. After 7pm the games area may be hired for longer periods – see hire charges table for current fees. For Bookings email: longclawsonvillagehall@gmail.com
5. **PLEASE CLOSE THE GATE** when leaving.
6. Please remove mud or stones from the turf before, during and after play as this damages the surface.
7. In the event of an emergency call emergency services - dial 999.
8. This area is inspected for safety on a regular basis. Please report any misuse, accidents, damages or defects by email to: longclawsonvillagehall@gmail.com