

Newton-le-Willows & Patrick Brompton Village Hall

Booking Form and Hire Agreement for Single Bookings

All bookings and arrangements for hire of the hall including equipment are to be made through the booking secretary (Steve Pay 01677 451975 mob: 07800 989567 or email nlw.villagehallbookings@gmail.com) Keys will be made available to you when necessary.

Rates for 2024:		
Whole Hall. No Bar required		
Full day (up to 8 hrs)		£120
Half day (up to 4 hrs)		£60
Children's Party (up to 4 hrs)		£50 (£60 if using a bouncy castle)
Hourly rate		£16 per hour
Main Hall only. No Bar required		
Hourly rate		£13 per hour
Green Room only. No Bar required		
		£6 per hour
Whole Hall. Licensed Bar required		
Full day (up to 8 hrs)		£170
Half day (up to 4 hrs)		£85
Hourly rate		£22 per hour
Green Room only. Licensed Bar required		
		£12 per hour
Coffee mornings (3 hrs)		
		£40
Village Community groups		
Main Hall		£8 per hour
Green Room		£6 per hour

Description of Event:

Is a Bar required at this event? Yes or No

Date of Hire: Start Time: Finish Time:

Name of Hirer:

Address:

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Telephone No: e-mail

The Hirer is to pay the Booking Secretary in advance on picking up the key.

Payment may be made by cash, cheque, or BACS transfer (please ask for our bank details if paying by BACS).

Cheques to be made payable to: Newton-le-Willows Village Hall.

Hirers are requested to vacate the Hall (quietly please) no later than 23.30 hours Monday-Thursday & Sunday, and no later than 23.00 hours on Friday and Saturday.

I have read and agree to abide by the terms of the Hire Agreement (see over page).

Signed: (Hirer) Date:

Fee paid: Date: Signed: (Booking Sec.)

Hire Agreement

The Committee reserves the right to refuse a booking if it might prejudice the reputation of, or cause damage to, the Village Hall.

All arrangements for the use of the Village Hall are subject to the Management Committee reserving the right to cancel bookings when the premises are required for use as a polling station, as an emergency evacuation point or are rendered unfit for the intended use. In the event of cancellation for this reason, deposits will be refunded but no reimbursement of 'other cost incurred/anticipated profit' will be made.

The Public Entertainments Licence states that the number accommodated at any one time shall not exceed: Dancing 110 or seated 150.

Appropriate footwear must be worn when participating in sports.

Safeguarding of children and vulnerable adults, and appropriate risk assessments, are the responsibility of the hirer (Care Act 2014).

Commercial Hirers are responsible for making arrangements to insure against any third-party claims.

The Village Hall Committee shall not be responsible or liable for any damage to or loss of property, articles or objects placed or left on the premises.

As a licensed premises Newton-le-Willows Village Hall complies with the conditions of the Licensing Act 2003. The Licensing Act 2003 has specific objectives and these influence activities in the Village Hall:

- There is to be no performance that is dangerous to the public or of an explicitly sexual nature.
- Children may only see films with appropriate certificates.
- Alcohol must not be served to anyone under 18, persons drunk and disorderly or unsuitable for any other reason.
- Alcohol can only be sold in the Hall with the authorisation of the Village Hall Management Committee.
- Alcohol can only be sold through the Newton-le-Willows Village Hall Bar.
- The Village Hall Management Committee can approve other individuals to supervise the sale of alcohol and in all cases. This must be at least two people who have signed to show they accept responsibility for the sale of alcohol and understand the duties laid on them.
- A member of the Village Hall Management Committee has the authority to close the bar if he/she is not content with the way it is being run.
- No alcoholic beverages can be brought into the Hall.
- The Hirer is responsible for informing guests that they will not be served with alcohol unless proof of age can be determined when requested. Any one of the following is accepted ID:
 - A photo driving licence
 - A passport
 - A proof of age scheme card which carries the PASS logo

The person hiring the hall, where relevant, must understand the regulations on the sale of alcohol and the four licensing objectives: the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm; as well as relevant health and safety legislation in relation to refreshments.

Any door staff employed at a licensed event must be trained and registered under the North Yorkshire Doorsafe Register operated by the North Yorkshire Police.

The person named in the application shall be the Hirer and shall be held personally responsible for ensuring that these conditions are complied with in all respects. The Hirer must be not less than 18 years old.

The Hirer agrees:

1. To inspect the premises and check that they are suitable for the purposes for which they are hired.
2. To ensure that the noise level during the arrival & departure of people attending the premises is not such as to cause a nuisance or inconvenience to occupiers of neighbouring property.
3. To ensure that they or some other person authorised in writing by them (the responsible person), is present throughout the period of hire.
4. To compensate the Village Hall for any damage or loss caused during the period of hire or as a result of any breach of this agreement to the building or to any of its apparatus, fittings or appliances.
5. To ensure the oven is left in the condition in which it was found on first inspection. A cleaning charge may otherwise be incurred.
6. To ensure that the fire apparatus and other equipment required for health and safety is kept in its proper place and only used for its intended purpose.
7. To ensure naked flames are not used on the premises. Battery operated lights can be used as an alternative.
8. To ensure that no emergency exits are locked or obstructed.
9. To ensure that the premises and surrounds are left in a clean and tidy condition. (Cleaning must be completed by the following day at the latest).
10. To ensure the waste bins are emptied into the commercial waste bin outside.
11. To lock the Village Hall on leaving the premises and return the key as directed.

The Management Committee shall not accept liability for any injury or damage caused by the Hirer's failure to adhere to these rules.