**HIRE OF FACILITIES - BOOKING FORM & POLICY**

**(Including special guidance relating to Covid safety requirements)**

Name of person making the booking: ………………………...…………………………..………………….

Organisation (if applicable): ……………………………………………………………………………………

Address:………………………………………………………………………………………………….…………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………….

Contact Telephone Numbers: …………………… ………………………………………............................

E-mail: ...................................................................................................................................................

|  |  |  |
| --- | --- | --- |
| Date(s)  Requested: | Days: | Months: |
| Start  time: | Finish  time: | Preparation  time: |

Purpose of hire (if for children’s party, state age range): …………………………………………………..

Numbers to attend event(s): …………Is storage space required?......................................................

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Hire Charges | 2021 |  |  |
|  | Regular and new user (clubs and classes) per hour | Topcliffe/ Asenby parishioner per hour | Non – parishioner  per hour | Parishioner’s children’s party\* | Non-parishioner’s  children’s party\* |
| Main Hall, Lower or Upper committee room, with access to kitchen | Free during 2021 | £9 | £18 | £30 | £45 |
| Miscellaneous | Outside hire of tables and chairs for external use – Not available at present  Use of projector and screen – free to current regular users | | | | |
| Parish Council meetings | Free of charge during 2021 | | | | |
| Hire for elections | £150 | | | | |
| \* | A two-hour session plus 30 minutes set up and 30 minutes clear up time. | | | | |

I have read the Standard Conditions of Hire (available on the Topcliffe and Asenby village websites – [www.topcliffe.](http://www.topcliffe.)org.uk or [www.asenby.net](http://www.asenby.net) - and agree to them.

Signed………………………………………… Date ………………………………………………

**Schedule of Special Conditions**

1. Permission for the consumption of alcohol during the requested hire period can only be granted if this agreement is countersigned by two members of the village hall committee. Application for a liquor licence must be discussed with and agreed by the village hall committee.

Signed………………………………………………………… (Hirer)

Signed…………………………………………………………. (Committee Member)

Signed…………………………………………………………. (Committee Member)

2. Permission for the hire period to finish later than 12 o’clock (midnight) can only be granted if this agreement is countersigned by two members of the village hall committee.

Signed………………………………………………………… (Hirer)

Signed…………………………………………………………. (Committee Member)

Signed…………………………………………………………. (Committee Member)

**Standard Hire Conditions**

1. The Hall is available for hire to local organisations, businesses and individuals in accordance with this Hiring Policy and the Standard Conditions of Hire. The Hiring of Facilities Booking Form completed by hirers and agreed with the Bookings Secretary is a formal contract.

2. Hirers must clearly state the purpose of the hiring on the booking form and indicate any licensable activities that will take place.

3. Bookings are not accepted from persons under the age of 18 years or for private parties for young people unless the hirer is an adult and an undertaking is given that the ratio of adults to young people present is at least 1:8.

4. Hirers are required to pay in full at the time of booking or by prior arrangement with the Booking Secretary.

5. A £25 deposit is required with any booking for private hire. The deposit will be refunded if there is no reported damage or loss has been caused to the premises and/or contents nor complaints made to the Village Hall Committee about noise or other disturbance during the period of the hiring.

6. Performers hiring the hall or hired and paid a fee by the committee to undertake a performance will be treated as commercial parties and must have their own public liability insurance. Performers bringing electrical equipment into the hall must ensure that all equipment has been PAT tested within a year of the performance, unless the equipment is less than twelve months old.

7. Charges will be set by the Village Hall Committee and reviewed at the AGM in May each year. The charges will be based on a standard hourly rate which may be adjusted as agreed by the Village Hall Committee for the following classes of hirer:

• Regular bookings by voluntary/community groups.

• Private Party Bookings by Topcliffe or Asenby residents/non-residents

• Businesses and public bodies.

8. The Bookings Secretary will maintain a Bookings Calendar and record all bookings including contact details of the hirer.

9. The Bookings Secretary will forward a copy of every booking form to the Treasurer together with the fees collected for each hiring, or alternatively provide a receipt for fees received for each hire.

10. The village hall is checked and cleaned weekly. It is a condition of hire that all rooms are left in a clean and tidy condition. Any problems should be reported to the Booking Secretary.

11. No used tea towels or dishcloths should be left in the kitchen area.

12. Hirers must ensure all lights are switched off before leaving the hall.

13. Heaters – See instructions posted near heater control units (main hall, upper meeting room and entrance lobby).

14. Fire Safety – Read fire safety instructions posted at various locations in the hall.

**Latest Covid Guidance for hirers/users of the Village Hall**

The government lifted restrictions on how village halls can operate on Monday 19 July 2021. In relaxing the many rules, the government emphasised the fact that the pandemic is not over and that vigilance must be maintained and that people must make informed decisions and act carefully to manage the risks to themselves and others. Personal responsibility is the key.

The Village Hall Committee has considered the government’s announcements and decided that it wishes the village hall to get back to normal operation as quickly as possible whilst maintaining some of Covid safety precautions.

The aim is to strike a balance to reopen the facility whilst maintaining personal safety. It is recognised that some members of the public want to get back to some level of normality as soon as possible whilst others will still feel uneasy or nervous if arrangements are relaxed too quickly.

The hall is available for any type of booking in the normal way, there are no capacity or special limits, social distancing is voluntary, kitchen and catering services can operate as normal, and there is no need for one-way systems within the hall. However, NHS Test and Trace will continue.

Hirers and users must take responsibility for the way they operate in the village hall. They are encouraged to follow these guidelines:

• Although there is no longer a legal requirement for the wearing of face protection, it is recommended that users and event organisers consider the risks involved if large numbers of people are involved. The wearing of face masks in some situations can be extremely beneficial and hirers will be asked to consider when it is appropriate for users to wear one.

• The Village Hall Committee will continue to display the NHS test & Trace QR code at the entrance, along with sheets to record names and contact details of visitors. These details will be kept for twenty-one days and if requested, supplied to the NHS Test & Trace service. Hirers will be encouraged to ask all users to use the QR code or leave their contact details.

• The Village Hall Committee will continue to provide hand sanitisation points at the entrance and elsewhere in the hall so that people can still sanitise when they choose to. Posters encouraging the use of sanitiser and regular hand washing will continue to be displayed.

• Hirers will be reminded of the value of maintaining ventilation in enclosed spaces. They will be encouraged to leave the main entrance door and fire exit ajar and to open windows.

• The Village Hall Committee will continue its regular cleaning regime and hirers will be encouraged to continue to exercise sensible cleaning arrangements, though this will not be a condition of hire.

• The Village Hall Committee will update its Conditions of Hire accordingly, ensuring that these new guidelines are brought to the attention of all hirers at the time of booking.