

COMPLETE, SIGN AND RETURN THIS FORM

KNOCKIN VILLAGE HALL – BOOKING FORM

(Charity Commission Number: 522537)

Please complete this form in full and return promptly to secure your booking

Date(s) required:

Time required: Start: Finish:

Total hours required for booking:

Please allow adequate time to set up before your event and clear away afterwards.

Purpose of Booking:

Hirer details

Name of hirer (or main contact):

Name of Organisation (if applicable):

Address:

Postcode:

Email:

Telephone / Mobile phone:

Booking details

Type of booking required (please tick as appropriate):

Standard booking (entire hall including use of all equipment, tables, chairs, crockery, etc.)

Committee room (meeting room with power sockets, tables, chairs)

Premises licence booking (use of Premises Licence held by Knockin Village Hall)

Approx. number of attendees:

NB. Limit is max 180 persons for fire safety reasons

Furniture/equipment requirements:

NB. There are 12 round tables, 16 small tables and 150 chairs in the Village Hall.

Do you intend to supply alcohol at this event? Yes/ No (please delete/highlight as appropriate)

(If yes, please read attached conditions carefully)

Booking fees

Please note our hire fees as follows and circle/tick according to your needs:

Standard booking: £18/hr

Committee room: £10/hr

Premises licence booking: £25 flat fee

Total number of hours:

Total Booking Fee: £

(Due at least 24 hrs prior to hire)*

Hirer's Agreement

I have read and understand the Conditions of Hire for Knockin Village Hall. By signing this form I undertake to abide by these conditions. **I will leave the Village Hall in a clean and tidy condition.**

Knockin Village Hall uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall, staff employment and its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the Designated Premises Supervisor. A copy of the privacy notice can be found on the website www.knockin-pc.gov.uk

Cheques payable to Knockin Village Hall

BACS: Knockin Village Hall, Sort code: 60-83-01 Account: 20352615 Bank: Unity Trust Bank Plc

Hirer's Name: (print) _____

Hirer's Signature: _____

Date: ____/____/____

Bookings Manager: Sheilagh Lewis

Date: ____/____/____

Please return this Hirer's agreement, the Booking form, and the "Permission to Supply Alcohol" application and payment to:

Knockin Village Hall Bookings Manager, Sheilagh Lewis, Westwood, Osbaston, Knockin, Oswestry, SY10 8HT.
Mobile: 07763 283 736. [Email the Bookings Manager, Sheilagh Lewis: villagehallbookings@knockin-pc.gov.uk](mailto:villagehallbookings@knockin-pc.gov.uk)

ACCESS ON THE DAY OF YOUR EVENT: We will provide you with the code to access to the Key Safe. Please contact the Bookings Manager if you have not received this.

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KNOCKIN VILLAGE HALL – BOOKING FORM

(Charity Commission Number: 522537)

Application for permission to supply alcohol at a function at Knockin Village Hall

Licensing Act 2003 – This form must be completed by every hirer and returned to the Bookings Manager, along with the standard booking form, Hirers agreement, and relevant hire fee. Please note that your booking will not be secure until we have received this information.

Knockin Village Hall holds a Premises License awarded by Shropshire Council under the Licensing Act 2003. The Designated Premises Supervisor (DPS) is The Parish Council, contact number 01691 674742.

Date of Booking:

Name of Hirer:

Purpose of Booking:

Please refer to notes on alcohol in the “Conditions of Hire” before completing.

1. Do you intend to supply alcohol at your function?

E.g. a full bar, supplying alcoholic drink to adults at children’s parties, alcoholic drinks served with a lunch or during a meeting/conference.

YES NO (Please circle/highlight as appropriate)

2. If **YES**, do you intend to use a Personal Licence Holder (i.e. a pub landlord/bar services) to run the bar at your event?

YES NO (Please circle/highlight as appropriate)

Please supply details of the Personal License Holder appointed to sell alcohol at your event:

Name of Personal Licence Holder:

Address:

Contact numbers incl. mobile number:

3. If you answered **NO** to question 2, under the Conditions of the Premises License held by Knockin Village Hall you are entitled to supply alcohol, but only with the prior consent of the Village Hall Committee, and providing that you adhere fully to the rules listed below: A fee of £25 is charged for this service.

Knockin Village Hall rules for serving alcohol

- ONLY SERVE ALCOHOL DURING THE HOURS STATED IN THE CONDITIONS OF HIRE
- DO NOT SERVE ALCOHOL TO ANYONE UNDER 18 YEARS OF AGE, OR WHO APPEARS TO BE UNDER 18 YEARS OLD
- DO NOT SERVE ALCOHOL TO PEOPLE WHO ARE DRUNK, OR APPEAR TO BE DRUNK
- DO NOT SERVE ALCOHOL TO POLICE OFFICERS IN UNIFORM
- IN THE INTERESTS OF SAFETY, NO GLASSES OR BOTTLES TO BE TAKEN INTO THE VILLAGE HALL CAR PARK OR AMENITY AREA

I agree that I am a responsible adult, aged over 18 years and that I will abide by the terms and conditions specified above. I agree that I am responsible for the behaviour of those attending this function and for the use of alcohol at this function. I understand that the Designated Premises Supervisor is permitted to attend my function at any time during the period of hire.

Signature of Hirer:

Date:

Name of Hirer (please print):

PLEASE KEEP THIS INFORMATION IN A SAFE PLACE AND REFER TO IT AGAIN ON THE DAY OF YOUR BOOKING.
WE SUGGEST YOU BRING THIS INFORMATION ALONG TO YOUR EVENT

KNOCKIN VILLAGE HALL – CONDITIONS OF HIRE

(Charity Commission Number: 522537)

Please read the following “Conditions of Hire” carefully. When you sign your booking form and hirer’s agreement, you agree to abide by all the terms and conditions given below.

If the Hirer is in any doubt as to the meaning of these conditions, please [email the Bookings Manager Sheilagh Lewis](#) or call 07763 283736. For the purposes of these conditions, the HIRER shall mean an individual hirer, or where the hirer is an organisation, the authorised representative of that organisation. The ‘Management Committee’, ‘Committee’, and ‘Village Hall Committee’ refers to Knockin Village Hall Committee.

The Designated Premises Supervisor is Knockin Parish Council: 01691 674742.

SPECIAL CONDITIONS OF HIRE

1. Capacity of Knockin Village Hall, as stipulated by the Fire Authority

Maximum number of persons allowed into the building at any one time: 180.

2. Alcohol and Entertainment License

Knockin Village Hall is licensed (Licensing Act 2003) by Shropshire Council for entertainment (live and recorded music and dancing) and the supply of alcohol between the following hours:

Sunday to Saturday	9 am to 1 am
New Years Eve	9 am – 2.30 am
Ball	9 am – 2.30 am

After the event finishes, there is an allowance of 30 minutes to clear away. The serving of alcohol and all music and dancing should therefore cease at the end times given above.

No music to be played on the Amenity Area after 10 pm.

All Hirers **must complete** the “Application for Permission to Supply Alcohol” form and clearly state, at the time of booking, if they intend to supply any alcohol during their period of hire.

3. Smoking

Knockin Village Hall operates a **NO SMOKING** and **NO VAPING** policy throughout the building. Please also refrain from smoking in the car park and adjacent amenity area.

4. Noise Limiting

The main hall has a noise limiting device in operation and it is a requirement of the hiring that all windows and doors are to be kept closed when there is any amplified music or speech. Hirer to make entertainment/disco aware that a noise limiting device is in situ and will cut power if limit is exceeded.

5. **Booking Procedure, Hiring Agreement, Payment and Cancellations**

- The hourly rate is shown on the Booking Form.
- Your booking will not be confirmed until your signed Hirer's agreement and "Application for Permission to Supply Alcohol" form are received by the Bookings Manager.
- The Hirer's agreement should not be signed by anyone under 18 years old.
- **The full booking fee must be paid before the day of hire.**
- All cheques payable to "Knockin Village Hall". BACS: Knockin Village Hall, Sort code: 60-83-01 Account: 20352615 Bank: Unity Trust Bank Plc
- By signing the Hirer's agreement, the Hirer accepts full responsibility for Knockin Village Hall for the duration of the hire period and confirms that he/she will comply with license conditions, fire and other safety regulations and the Village Halls' operating schedule and licensing rules. The person signing the agreement undertakes to be present and responsible for these conditions/regulations during the period of hire.
- **Cancellation or Termination of Hire** -The Management Committee reserves the right to cancel the Hirer's Agreement at any time, or to prohibit the continuance of an event, if it considers that the Hirer has failed to comply with any of the Conditions of Hire. In such circumstances, the Hirer shall forfeit the whole of the fees paid for the hire, and the Committee shall not be liable for any payment in respect of an actual or presumed loss of profit or any other cause.
- A booking can be cancelled up to 24 hours before the event. After this, the question of payment or the repayment of the fee shall be at the discretion of the Committee. The Committee reserves the right to cancel the hiring in the event of the Village Hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the Hirer shall be entitled to a refund of any money already paid.

6. **Hire Period**

The Hirer should include time for preparation and clearing up when establishing the total period of hire required. Preparation and clearing up time will be charged at the usual hourly rate. The Hirer is responsible for making sure that the premises are not left unattended and unsecured at any time during the hire period.

7. **Removal of Rubbish**

Hirers **must remove all rubbish from the premises and grounds at the end of their booking.** Hirers must not place their rubbish in the bins in the Village Hall grounds.

8. **Village Hall Property**

Please inform the Bookings Manager or a representative of the Management Committee if you notice any damaged or broken items at the start of your hire period. Please replace tables and chairs in the store room and clean the Village Hall to the same standard in which it was found. Failure to meet Conditions 6, 7, & 8 will result in the Management Committee making an additional charge.

9. **Vandalism**

Knockin Village Hall operates a zero tolerance policy on vandalism and graffiti. If such damage occurs during your booking you will be responsible for paying the full cost of rectifying all damage.

10. **Emergencies**

The Hirer and/or another responsible adult should be conversant with the location of first aid and fire-fighting equipment and read the "Fire Evacuation Procedure" notice. The First Aid box is located in the kitchen. All

accidents must be recorded on the Accident Form, located near the First Aid box and reported to a representative of the Village Hall Committee.

11. Purpose of Hire

The Management Committee reserves the right to refuse any application for hire, if it is not clear from the booking form what the purpose of the booking is.

12. Right of Entry

The Management Committee, or persons authorised by them, shall have the right of free and unimpeded entry to the premises at all times.

13. Noise

The Hirer is responsible for ensuring that noise is kept to a minimum when guests are arriving and leaving the building.

14. Parking

Parking is at owners' risk. The Committee takes no responsibility for loss or damage to property whilst on Village Hall property. For fire safety reasons, parking within within 3metres of the building should be avoided. Please keep within allocated areas for parking. It is the hirer's responsibility to ensure that event attendees park their vehicles responsibly whilst on site and on the public highway where necessary.

15. Public Liability Insurance

The insurance held by Knockin Village Hall Management Committee provides limited cover for personal and social users of the Village Hall. The Designated Premises Supervisor can provide details on request.

16. Promotional Material

Promotional material may not be attached to any part of Knockin Village Hall without prior permission of the Management Committee.

17. Temporary Decorations

The use of Sellotape, Blu Tack, drawing pins and nails on internal walls is strictly forbidden. You will be charged for damage to the walls or décor.

18. Bouncy Castles

The maximum height for bouncy castles/inflatable toys to be used inside the Village Hall is 3 metres. Bouncy castles must not exceed this height. Please note that Knockin Village Hall Management Committee is not covered for any claims arising from the use of bouncy castles or any other equipment that hirers bring into the Village Hall building or grounds. It is the responsibility of the Hirer to ensure they have adequate insurance in place for the use of such equipment.

19. Disco Equipment

We regret that the use of "bubble machines" is not permitted.

20. Personal Property

Knockin Village Hall accepts no responsibility for loss or damage to personal property brought onto our premises.

STANDARD CONDITIONS OF HIRE

1. Supervision

The hirer must be over 18 years old and will, during the period of hire, be responsible for supervision of the premises, the fabric, and the contents; their care, safety from damage, however slight, or change of any sort; and the behaviour of all persons using the premises whatever their capacity; including proper supervision of car parking arrangements so as to avoid obstruction to the highway.

2. Use of Premises

The Hirer shall not use the premises for any other purpose other than as described in the Booking form and Hirer's Agreement and shall not sub-hire, or use the premises or allow the premises to be used for any unlawful purpose, or in any unlawful way, or bring into the premises anything which may endanger or render invalid any insurance policies in respect thereof, nor allow the consumption of alcohol thereon without prior permission from the Village Hall Committee (see Application for permission to serve alcohol).

3. Gaming, Betting and Lotteries

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting, and lotteries.

4. Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, and the Local Magistrates Court or otherwise, particularly in connection with any event, which includes public dancing or music or similar public entertainment.

5. Health and Hygiene

If preparing, serving, or selling food, the Hirer shall observe all relevant food health and hygiene legislation and regulations.

6. Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought by them into the premises and used there shall be in safe and good working order, and used in a safe manner. Where a residual circuit breaker is provided under terms of the PEL or CPL the Hirer must make use of it in the interest of public safety.

7. Indemnity

The Hirer shall indemnify the Knockin Village Hall Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building, which may occur during the period of hire as a result of the hiring. The Hirer shall be responsible for making arrangements to insure against any third party claims which may lie against them (or the organisation if acting as a representative) whilst using the Knockin Village Hall (the Village Hall is insured against claims arising out of its own negligence).

8. Animals

The Hirer shall ensure that **no animals** (including birds) except Guide Dogs are brought into the Village Hall, unless prior permission is given.

9. Compliance with the Children Act

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act 1989 and that only fit and proper persons have access to the children.

10. Fly Posting

The Hirer shall not carry out or permit fly posting or any form of unauthorised advertisements for any event taking place at Knockin Village Hall, and shall indemnify the Committee accordingly against all action, claims, and proceedings arising from any breach of this condition.

11. Unfit for Use

In the event of Knockin Village Hall or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.

12. Refusal of Booking

The Committee reserves the right to refuse a booking without notice or to cancel this Hirer's agreement at any time before or during the term of the agreement upon giving seven days' notice to the Hirer.

13. End of Hire

The Hirer shall be responsible for leaving the premises and the surrounding area in a clean and tidy condition, properly locked and secured unless directed to do otherwise by a member of the Village Hall Committee. Any contents temporarily removed from their usual positions must be properly replaced; otherwise the Committee shall be at liberty to make an additional charge for 1 hour's hire. Everything must be put away and left as found.

PLEASE REMOVE ALL RUBBISH AT THE END OF YOUR FUNCTION

Important Numbers:

Designated Premises Supervisor	Knockin Parish Council 01691 674742 (Office hours only)
Bookings Manager	Sheilagh Lewis 07763 283736
Assistance during hire	Dave Roberts 07779 314945

There is no telephone in the Village Hall; we therefore recommend Hirers bring a mobile phone and switch on WiFi calling.

Defibrillator:

If someone collapses and is not breathing, please dial 999 and follow the guidance of the call operator. There is a defibrillator on the external front wall of the hall, the access code will be provided by the emergency services call operator if they establish it is needed. If the defibrillator is deployed during your event, please replace the equipment in the cabinet and contact the Parish Council as soon as possible afterwards so everything can be checked and any pads/consumable items replaced as needed.

Privacy notice

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