

SHELFORD PARISH COUNCIL

APPLICATION FOR HIRE OF SHELFORD VILLAGE HALL, CHURCH STREET, NOTTINGHAM. NG12 1EN

Please complete, sign and return to

Booking Clerk: Bev Bingham Tel 0115 9334212; 07443529888 OR 07943261985

Email: cllr.bingham@shelfordparishcouncil.gov.uk

NAME OF APPLICANT:	
ADDRESS INC POSTCODE:	
TELEPHONE NO:	
ORGANISATION REPRESENTED:	
DAY AND DATE OF HIRE:	
PERIOD OF HIRE:	
COOKING FACILITIES – This may incur an additional £10 charge:	YES ☐ NO ☐

CHILDREN'S PARTIES (Under 14's) £12.00 PER HOUR ☐

If you are using a Bouncy Castle there will be an additional £10.00 CHARGE ☐

ALL OTHER PARTIES £15.00 PER HOUR ☐

COMMERCIAL RATE FOR HALL £15.00 PER HOUR ☐

OVERNIGHT STAYS (6.00pm – 8.00am) £100.00 PER NIGHT ☐
please see above for use of cooking facilities

DAMAGE DEPOSIT paid online or via cheque and fully refundable after the event following confirmation of no damage – Children's party under 12 £50 / Over 12 or Adult £200

Deposit £ **Cost £** **Balance due £**

ESTIMATED NUMBERS ATTENDING:

An additional 30 minutes before and after for setting up and clearing away is free of charge.
All functions must terminate by 11.00pm except by prior agreement of the Parish Council.

DECLARATION - I apply to hire the Village Hall as indicated above

☐ **By ticking this box I am confirming I have read and agree to the Conditions of Hire**

Signed:

Date:

Please make cheques payable to Shelford Parish Council or pay by BACS:
Sort Code 60-02-41 Account No: 69220735 please quote your invoice number
Parish Clerk: Emma Goodman
E-mail: clerk@shelfordparishcouncil.gov.uk Telephone: 07763 502415

CONDITIONS OF HIRE

1. The Hirer shall ensure that, during the time the Hall is occupied, all activities are conducted under adult supervision, in an orderly manner, in accordance with the law and without causing annoyance or nuisance to the public.
2. The Hirer shall undertake to make good any damage to the structure and any loss or damage to the furniture and/or equipment of the Hall however caused during the period of hire. **Nothing is to be attached to the walls, doors or windows.**
3. The Hirer shall be responsible for any articles placed in the Hall and shall indemnify the Parish Council against any claims arising from loss of or damage to any articles deposited therein during their use of the Hall.
4. Nothing in these Conditions of Hire excludes or limits the Parish Council's liability where such liability cannot lawfully be excluded, including liability for death or personal injury caused by negligence.
Subject to this, the Parish Council shall not be liable for any loss, damage, theft or injury arising from the Hirer's use of the premises.
5. Shelford Parish Council is the Data Controller for the personal information provided on this form.
Personal information is processed for the purpose of administering hall bookings, payments, health and safety obligations, and communication regarding your booking.
The lawful basis for processing is Article 6(1)(b) UK GDPR (Contract) and where applicable Article 6(1)(c) (Legal Obligation). Personal information will normally be retained for up to two years following the booking unless a longer retention period is required by law.
Individuals have rights under UK GDPR including the right to access, rectify, or restrict processing of their personal information.
6. Bookings will not be accepted by persons under 18 years of age.
7. Hirers organising activities involving children or vulnerable adults are responsible for ensuring appropriate safeguarding arrangements are in place and that any legal safeguarding obligations are met.
8. Alcohol is not allowed on the premises except with prior consent of the Parish Council. If a licensed bar is required, the Hirer will be responsible for obtaining any necessary licence which must be prominently displayed.
9. The minimum period of hire is two hours, and all functions must be terminated by 11.00pm except by prior agreement of the Parish Council. The functions must cease at the end of the booked period and also persons must be clear of the premises within 30 minutes of the end of the booked period.
10. Bookings must be made at least one week in advance of the event on the appropriate form and enclosing the relevant payment. Cancellations made with less than 24 hours' notice or "no shows" will forfeit any payment or deposits made.
11. In respect of block bookings or for large social events a refundable deposit of £50 is payable at the time of booking. This may be retained in full or part to eliminate or reduce liability of the Hirer under conditions 2, 3 and 13.
12. Where a key is issued as part of a block booking arrangement, a refundable deposit of £10 is required.
13. The Hirer shall limit the attendance at any function to 90 where no seating is provided or 80 in any other case.

14. Toilet facilities are available for all functions, but the kitchen equipment may only be used if requested at the time of booking.
15. Prior access or specific arrangements of furnishings must be agreed with the Bookings Co-Ordinator and at the Co-Ordinator's convenience. Note that nothing, decorations, notices, pictures or posters may be attached to the interior walls of the hall.
16. The Hirer must ensure that at the end of the hiring period the premises are in clean and tidy condition and in default they shall be liable for the cost to the Council of putting the premises into such a condition.
17. The Hirer must ensure that all approaches to and away from the exit doors and fire exit are kept clear at all times and that due fire precautions are followed. Smoking and other naked lights are not permitted under any circumstances.
18. The Parish Council reserves the following rights in hiring out the Halls:
 - a) To have right of access for not more than two accredited representatives on any and every engagement of the Hall;
 - b) To refuse any applications for hire of the Hall without giving a reason for refusal;
 - c) To waive or alter any or all of the conditions at any time. The Parish Council's decision on all matters concerning the hiring of the Hall is final.
19. I confirm I am aware that my details will be kept on file for 2 years as per the GDPR regulations.

FIRE SAFETY PROCEDURES

Please take time to familiarise yourself with the Fire Exits, located in the Main Hall and the Kitchen, and the Fire Assembly Point, located in the car park.

You will notice there is Emergency Lighting above both of these doors and the Main Entrance, both the External Kitchen door and the Main Entrance are fitted with thumb locks, this enables them to be unlocked from inside without the need for a key.

The Hirer shall be responsible for coordinating the evacuation of attendees should an emergency arise and must ensure all emergency exits remain available and unobstructed throughout the hire period.

There are several Fire Extinguishers located around the hall and a Fire Blanket on the wall in the kitchen.

Please adhere to the signs advising you to keep the fire doors closed at all times for your own safety.

The internal Kitchen doors are fitted with Fire Strips which provide an airtight space in case of an Emergency.

Shelford Village Hall is committed to providing inclusive access wherever reasonably practicable. Hirers are encouraged to notify the Parish Council of any accessibility requirements in advance to enable appropriate arrangements to be considered.

The Parish Council reserves the right to terminate any hiring immediately where these Conditions of Hire are breached or where continued use of the premises presents a health and safety risk or causes serious nuisance to neighbouring properties.

Thank you for your co-operation.