# APPLICATION FOR HIRE OF LITTLE CHALFONT VILLAGE HALL

## Personal Details

**Name of Hirer:**

**Address**:

**Postcode:**

**E-mail:**

**Tel No**:

 (Daytime) (Evening)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Details of Hire

 **Dates From:**  **To:**

**Hall Required: From:**  **To:**

 **From:**  **To:**

(Please include am/pm)

**N.B: (i) The period of hire must include any time required for delivery of materials and setting up, (ii) Entry at any time other than the hire period is not permitted.**

 **Reason for**

 **Hire**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Applying on behalf of a group or business

Complete this section *only* if applying on behalf of a group or a business.

**I am applying**

 **on behalf of:**

for the hire of accommodation as detailed above and agree to pay the charges for such hire and to observe and perform all the conditions, a copy of which I have received and read. I understand the hire fee will be paid in full when invoiced.

## Hire Charges

For the current hire charges please go to <http://www.littlechalfont-pc.gov.uk/Bookings_hall.htm>

## Additional Equipment Hire

I do / do not\* wish to hire a bouncy castle or other inflatable equipment. *Delete as appropriate.*

I will / will provide evidence of appropriate insurance cover. \* *Delete as appropriate*.

I do / do not\* wish to hire the public address / hearing loop. \* *Delete as appropriate*.

Please note there is a £10 additional charge for use of the PA system in Little Chalfont Village Hall.

A £100 refundable damage deposit is charged when the PA system is required.

Security

In accordance with condition 9, please nominate here the person who, on behalf of the hirer, is to be responsible for accepting, and ensuring conformity with, the terms and conditions of the hire:

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SIGNATURE OF HIRER DATE:

(Complete only if form is to be delivered hard copy)

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Please arrange to collect the keys a week prior to the date of hire (the Parish office is normally open Monday to Wednesday 9am to 1pm) and place the keys into the green box located on the village hall wall within 2 – 3 days. Thank you.

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**For official use only:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Letting No:** | **Invoice No:** | **Amount:** | **Diary noted** |
|  |  |  |  |

The Clerk Tel: 01494 766655

Little Chalfont Parish Council email: clerk@littlechalfont-pc.gov.uk

Little Chalfont Village Hall

Cokes Lane

Little Chalfont

HP8 4UD

# Data Protection 2018 – Consent to hold contact information

## Data Protection Statements

1. I agree that I have read and understood the Little Chalfont Parish Council privacy notice.
2. I agree by signing below that the council may process my personal information by providing information and corresponding with me.
3. I agree that Little Chalfont Parish Council can keep my contact information data for an undisclosed period of time or until I request its removal.
4. I agree that Little Chalfont Parish Council can share my data with third parties, e.g. other local authorities, as necessary.
5. I have the right to request modification of the information that you keep on record.
6. I have the right to withdraw my consent and request that my details are removed from the Parish Council’s database.

## Personal Details

**Name:**

**Date of Birth** (if under 18)**:**

**Parental/Guardian name:**

(if under 18)

**Address**:

**Postcode:**

**E-mail:**

SIGNATURE DATE:

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**For official use only:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date data received** | **Date consent received and approved for data to be held** | **Data received as phone, email, hard copy or other** | **Data approved to be shared** | **Removal of consent received** | **Date data disposed of** |
|  |  |  |  |  |  |

**Little Chalfont Parish Council – Village Hall
Special Conditions of Hire during COVID-19**

**SC1:**You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

**SC2:** You, the hirer will be responsible for supplying a Risk Assessment for your hire to the Parish Council prior to the event.

**SC3:** You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using your own ordinary domestic products. You will be required to clean again on leaving.

Please take care cleaning electrical equipment. Use cloths - do not spray!

**SC4:** You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

**SC5:** You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

**SC6**: You will ensure that no more than 14 people attend your activity/event (this number does not allow for the use for tables and chairs), in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible when using more confined areas e.g. moving and stowing, equipment, which should be kept as brief as possible. You will make sure that no more than one person uses each suite of toilets at one time.

**SC7**: You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

**SC8**: You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.

**SC9**: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins located in the kitchen and toilets before you leave the hall.

**SC10**:You will encourage users to bring their own drinks and food or You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.

**SC11:** If a person has COVID 19 symptoms when attending the hall. The village hall will have to close for 72 hours and all bookings in that period will have to be cancelled.

**SC12:** We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

**SC13**: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is the toilet located at the rear of hall. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the Parish Council – Telephone number: 01494 766655.

**SC14:** You are responsible for taking the names and contract numbers of everyone who is in attendance and everyone should sign and date to confirm that they agree for their information to be held.  This information should be kept for 21 days.

**SC15:** Other special points as appropriate.

Events with seated audiences: You will provide attendants who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first.

Where a group uses their own equipment: You will ask those attending to bring their own equipment and not share it with other members. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall’s cupboards.

# LITTLE CHALFONT VILLAGE HALL BOOKING CHECKLIST

At time of booking

|  |  |  |
| --- | --- | --- |
| No. | Check | Tick when done |
| 1.1 | Read all the terms and conditions |  |
| 1.2 | Confirm that the numbers anticipated to attend are within the limits set out in the terms and conditions |  |
| 1.3 | Sign and return the Application for Hire document to confirm booking |  |

## Two weeks before date of function

|  |  |  |
| --- | --- | --- |
| No. | Check | Tick when done |
| 2.1 | Ensure that the invoice has been paid in full and a deposit cheque provided if required |  |
| 2.2 | Confirm that the numbers known to be attending are within the limits set out in the terms and conditions |  |
| 2.3 | If alcohol is to be sold ensure that you have obtained the necessary Occasional Licence from Chiltern District Council (CDC) |  |
| 2.4 | Obtain a Phonographic performance Limited Licence if recorded music is to be played at a public event. Details are available at [www.ppluk.com](http://www.ppluk.com) or 0207 543 1030 |  |
| 2.5 | If hiring a bouncy castle or other inflatable equipment please provide the Parish Office with a copy of the company’s public liability insurance. |  |

## In the week prior to the date of the function

|  |  |  |
| --- | --- | --- |
| No. | Check | Tick when done |
| 3.1 | Arrange to pick up the keys from the office at the back of the Village Hall (it is normally open between 9am – 1pm Mon to Wed). Telephone 01494 766655 to arrange |  |
| 3.2 | If a licence to sell alcohol is required bring proof of this to show the Clerk |  |
| 3.3 | Seek consent from the Clerk if any additional lights are to be used  |  |
| 3.4 | Ensure that any portable electrical equipment being brought onto the premises has been approved and tested for serviceability by an appropriate body |  |
| 3.5 | Put together a first-aid kit to be available at your function (there is one normally available in the kitchen but the contents cannot be guaranteed) |  |
| 3.6 | Ensure that all scenery and costumes to be used are fireproofed |  |

## On arrival at the hall for the function

|  |  |  |
| --- | --- | --- |
| No. | Check | Tick when done |
| 4.1 | Make everyone aware of the fire safety procedures and where the fire extinguishers and fire exits are located |  |
| 4.2 | Ensure that no fire exits are blocked and unbolt the back fire door |  |
| 4.3 | Turn the thermostat to your required temperature |  |
| 4.4 | Make sure Covid Special Conditions of hire are complied with |  |

## At the end of the function

|  |  |  |
| --- | --- | --- |
| No. | Check | Tick when done |
| 5.1 | Clean all areas of the premises so that it is left in the same condition as when you arrived. Areas include main hall, entrance hall, toilet areas and kitchen. Brushes and cleaning items are available to be used for cleaning. |  |
| 5.2 | Empty all bins – there is a large red refuse bin in the car park area of the hall into which all rubbish can be deposited |  |
| 5.3 | Make sure Covid Special Conditions of hire are complied with |  |
| 5.4 | Check that the oven, extractor fan and the mains connected urn are turned off |  |
| 5.5 | Turn the thermostat to 10°C |  |
| 5.6 | Check that all fire exits are bolted shut, close all windows and close the curtains |  |
| 5.7 | Lock the front door on exiting and close up the chain on the entrance to the car park |  |

## Within 2 – 3 days after the function

|  |  |  |
| --- | --- | --- |
| No. | Check | Tick when done |
| 6.1 | Receive back deposit cheque if no damage has occurred |  |

# LITTLE CHALFONT VILLAGE HALL - CONDITIONS OF HIRE

Clerk to the Council March 2019

## 1. APPLICATIONS TO HIRE:

* All applications for the hire of accommodation must be in writing on the form provided
* Once completed they should be forwarded to the Clerk to the Little Chalfont Parish Council, (hereafter called the Council), at the above address.
* The person(s) who sign this application shall be considered the hirer(s) and will be liable for the hire of the hall.
* The hirer(s) must nominate a responsible person, who must be over the age of 21 and approved by the Council at the time of the application, who shall be in charge of and present in the premises at all times.
* Due to the introduction of GDPR in May 2018. We require the completion of the Consent to hold Contact information form. The Privacy notice is available to view on the Parish Council website: [www.littlechalfont-pc.gov.uk](http://www.littlechalfont-pc.gov.uk)

## 2. SETTLEMENT AND CANCELLATION:

* Invoices will be issued about 5-6 weeks before the event and must be paid in full before the event takes place.
* In the event of the cancellation of the hiring by the hirer, the hirer will be required to meet the full charges for the booking unless:
	+ The hiring is for less than 24 hours and the cancellation is received more than 14 days before the date of the event
	+ The hiring is for 24 hours or more and the cancellation is received more than 2 months before such date.

In such circumstances an administration charge of £20, or one half of the booking fee, whichever is the less, shall be charged.

* A key will be issued for the front door in the week before the event. This key is the responsibility of the hirer and must be returned to the office within 3 days after the event. If the key is lost or stolen the full replacement cost will be charged to the hirer and must be paid on receipt of an invoice for the replacement cost of the lock and all keys (the cost of replacing the lock and all keys is in the region of £300 - £400).
* The hirer shall not sub-let the accommodation or any part thereof.
* The Council reserves the right to cancel any hiring. For example, if the property becomes unfit for use, in the event of the accommodation being required for a civic function, a civil emergency or for any Parliamentary or Local Government Election. Any monies paid will be returned.

## 3. DEPOSIT AGAINST DAMAGE OR LOSS: (Only when special conditions of hire apply)

* In certain circumstances, in addition to the hire fee, a deposit of £250 against damage shall be placed with the Council not less than one month prior to the event.
* The cost of reinstating or replacing any part of the premises or property of the Council in or upon the premises which shall be damaged, destroyed, stolen or removed during the hiring shall be charged against the deposit. If any loss or damage in excess of £250 shall occur the balance will be invoiced to the hirer and will be payable on demand.
* If no damage arises or is less than £250 the deposit or the balance will be refunded within one week of the event.

## 4. RESPONSIBILITY FOR PROPERTY OF THE HIRER OR THOSE ATTENDING:

* Neither the Council nor their employees will undertake any responsibilities for goods, materials and clothing or other articles brought into the premises and the hirer shall indemnify the Council against any claims in respect of loss or damage to any such articles.
* Property of the hirer and other property not belonging to the Council must be removed by the end of the hire period. The Council accepts no responsibility for any property left on the accommodation after the hiring.
* In the case of Bazaars, Jumble Sales, and any other occasions when property is brought into the accommodation for sale, all property remaining unsold at the termination of the hiring will be considered to be the property of the hirer for the purposes of this condition.

**Any such material left in the hall, car park or ground adjacent will be cleared away to the County Refuse Depot and a charge made to the hirer for labour and transport.**

## 5. RESPONSIBILITY OF HIRERS FOR DAMAGE TO PROPERTY OR INJURY:

* No-one from the Council will be available to assist at the function, the organisation and control of which will be entirely the responsibility of the hirer.
* The Council shall not be responsible for loss or damage to any property arising from the hiring or the use of the accommodation by the hirer or the persons attending the function (whether it be to property of the Council or of the hirer or of a person or persons visiting the accommodation during the hiring) nor for any injury which may be incurred by or be done or happen to any person or persons visiting the property during the hiring arising from any cause whatsoever (other than some latent defect in the premises).
* The hirer will indemnify the Council against any claims or demands which may arise out of the hiring which may be made by any person or persons visiting the accommodation during the hiring in respect of any such loss, damage or injury aforesaid.

## 6. RESTRICTION ON FIXINGS:

* No bolts, nails, tacks or other like objects shall be driven into any part of the accommodation nor shall any placards or articles be fixed thereto by any means whatever (including adhesives and adhesive tape).
* No flags, emblems or other decorations shall be displayed outside any part of the accommodation without the previous consent of the Council and then only on the positions agreed by the Council. The hirer shall remove any flags, emblems or other decoration displayed inside the accommodations, if in the opinion of the Clerk of the Council or other agent of the Council, it shall be unseemly or expose the accommodation to an undue risk of fire.

## 7. RESPONSIBILITY FOR CLEANLINESS:

* The hirer shall at the expiration of the period of hiring, leave the premises in a clean and tidy state and shall remove all stains from the floors. If blu-tac or a similar material has been used this should be removed also.
* If the bin in the kitchen has been filled it must be emptied. There is a large red refuse bin in the Hall car park.
* Brushes and cleaning items are available to the hirer and should be used at the end of an event to ensure that the premises are left clean and tidy.

## 8. RIGHTS OF COUNCIL OFFICERS:

* The right of entry to the accommodation is reserved to the Clerk of the Council and any other agent of the Council and any police officer at any time during the hiring.
* The hirer shall be responsible that good order is kept in the accommodation during the hiring but the Council may, if it thinks fit, charge the hirer for any extra expense it may incur for engaging police constables to preserve order prior to, or after any entertainment or meeting at the accommodation.
* The Council reserves the right to put a stop to any entertainment or meeting not properly conducted.

## 9. SECURITY AND CONTROL:

* The hirer must nominate a responsible person, to be approved by the Council at the time of the application, not being a person under 21 years of age who shall be in charge of and present in the premises at all times. The nominated person shall be responsible for:
1. the proper control and good order of the event and premises.
2. the safe evacuation of the premises in the event of emergency.
3. ensuring that all escape routes including exit doors are fully available.

The person nominated shall not permit conduct on the premises that is likely to cause disorder or a breach of the peace or drug misuse. In particular he/she shall ensure that none of the following shall take place:

1. indecent behaviour, including sexual intercourse;
2. the offer of any sexual or other indecent service for reward;
3. acts of violence against the person or property and/or the attempt or threat of such acts;
4. unlawful possession and/or supply of drugs controlled by the Misuse of Drugs Act 1971.
* The hirer shall be responsible for ensuring the premises are secure, all doors and windows are locked, electrical sockets and lights are switched off and water taps turned off when vacating the premises.

## 10. DISCLAIMER:

The Council shall not be liable for any loss to the hirer resulting from interruption or cancellation of the hiring by the Council due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or Act of God which may cause the property to be temporarily closed or the hiring to be interrupted or cancelled.

## 11. STAGE PLAYS AND COPYRIGHT PROTECTION:

* The hall is licensed for the performance of plays.
* No copyright dramatic or musical work shall be performed or sung without the licence of the owner of the copyright and all such licences shall be produced to the Council before the commencement of the hiring. The hirer shall indemnify the Council against any infringement of copyright which may occur during the hiring. If in doubt, the hirer may obtain an Occasional Licence from the Performing Rights Society Ltd., 29/33 Berners Street, London, WIP 4AA.
* A Phonographic Performance Limited licence is required prior to playing of recorded music, at public events. Details are available at www.ppluk.com or 0207 543 1030, 1 Upper James Street, London WIF 9DE.

## 12. EVENING PARTIES. MUSIC AND DANCING:

* The Hall is licensed for Public Entertainment and events requiring such a licence are permitted.

## 13. HALL CAPACITY:

Maximum Capacity for Little Chalfont Village Hall:

|  |  |  |
| --- | --- | --- |
| **No Furniture** | **Set with Tables and Chairs** | **Close Seated** |
| 160\* | 90\* | With stage – 80\*No stage – 100\* |

\* These numbers may need to be reduced depending on your actual requirements

## 14. ALCOHOLIC DRINKS:

* No excisable liquor shall be sold unless an Occasional Licence for the accommodation shall be in force at such time and the hirer shall produce such licence to the Council as required before the commencement of the hiring. Licences are available from the licensing department at Chiltern District Council - Tel: 01494 729000.

## 15. PROVISION OF FOOD AND DRINK:

* The Food Safety Act 1990 and related regulations apply to hirers who provide food and drink on the premises. It is the responsibility of every hirer to ensure that such activity satisfies those requirements.
* The Council ensures that the building and fixtures comply by providing adequate sinks, wash basins, toilets and waste receptacles in the kitchen areas.
* Advice about the regulations as they apply to hirers is available from the Environmental Health Department of Chiltern District Council - Tel: 01494 729000.

## 16. SAFETY:

**Hirers must acquaint themselves with and observe the fire regulations displayed in the hall.**

* All scenery and costumes used for stage performances or the like must be fireproofed.
* No exits may be locked or obstructed, nor chairs or obstructions placed in corridors or fire appliances removed or tampered with.
* No additional lights shall be used without the previous consent of the Council.
* Whilst a first aid kit is normally available, located in the kitchen, the contents cannot be guaranteed and the hirer is advised to provide his/her own first-aid kit. Accidents must be reported in the book provided in the kitchen.
* The seating and dancing capacity of the accommodation given in (13) above is the maximum allowed by the Council or licensing authority and the hirer must ensure that these limits will not be exceeded.
* All portable electrical equipment brought onto the premises shall be approved and tested for serviceability by an appropriate body prior to use.
* Village Hall Emergency Contact Telephone Number: 07856 868746

14th August 2020