

Kempsford Village Hall

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Bookings Mrs Mollie Price
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Booking Details

Date required.....
Times between.....
Cost.....
Deposit required

Purpose of hire.....
Are you applying for a Temporary Event Notice?

Name of Hirer.....

Address of Hirer.....
.....

Telephone Number.....

Please sign and return this form to Mollie Price (contact details set out above) above to confirm the booking. In the event of cancellation, please contact Mollie Price. Please note that if that notice is given 7 days or more prior to the relevant booking date, a full refund will be given. If the notice is less than this, no refund will be given.

I attach payment for this booking and agree to comply with the terms and conditions (attached). I am aware of the fire and safety guidelines (attached) and of my legal duties with regard to these guidelines.

Signed.....Date.....

Name (print).....Phone no.....

The signature must be of a responsible HOUSEHOLDER (if necessary on behalf of the hirer) and is liable for any damage.

Kempsford Village Hall

Terms and Conditions of Hiring

1. The Committee reserve the right to refuse a booking.
2. Please make cheques payable to "Kempsford Village Hall"
3. The Hirer (or person signing for the hirer) is responsible for any damage to the Hall and its contents. Please report any damage or problems to a member of the village hall committee.
4. All table and chairs are to be wiped and put away PROPERLY after every use
5. All lights are to be turned off, particularly in the kitchen and toilets.
6. All windows are to be checked and locked.
7. The Hall is to be left clean and tidy, i.e. floors swept and spillages mopped up. ALL RUBBISH TO BE TAKEN AWAY (TO HIRER'S HOME) for disposal. There is no refuse collection at the Hall.
8. In addition to the hiring fee, a £50 deposit is required for all discos, dances, adult and teenage parties etc. This also applies to childrens' parties with bouncy castles. It is vital that after such events the Village Hall Playground and car park are checked for bottles, cans, broken glass and other potentially dangerous rubbish. The Hall, the Playground and the car park will be inspected the day after the event and if all is found to be in order the deposit will be returned in full. Both the hiring fee and the deposit (SEPARATE CHEQUES PLEASE) are to be paid in advance. The keys will not be released until payment has been made.
9. The Village Hall has an Entertainment Licence until 11.45pm. Hirers can apply for an extension to this licence by contacting the Cotswold District Council and, in addition, informing the Village Hall Committee.
10. The selling of alcohol is only permitted if the Hirer obtains permission from the Committee AND A LICENCE is obtained from the Cotswold District Council in Cirencester.
11. Smoking is not permitted anywhere in the Village Hall.

KEMPSFORD VILLAGE HALL – FIRE AND SAFETY GUIDELINES

As the responsible person for the event/function etc, you have legal duties with regards to the safety of those persons assisting or attending the event.

Before the event or function you should be aware of:

- Fire protection systems - in the hall there are 2 water fire extinguishers and in the kitchen, 1 CO₂ fire extinguisher, 1 dry powder fire extinguisher and 1 fire blanket.
- Assembly point - people should assemble after they have left the premises in the village hall car park, as far away from the building as possible;
- Identification of escape routes and exits - there are 2 fire doors off the main hall, in addition to the main entrance door; there are currently no exit routes from the kitchen (other than through the kitchen windows) or other areas at the rear of the property. Note in particular that the door at the rear of the kitchen currently does not open. Currently there are no ramps, so the only exit for wheelchairs is through the main entrance.
- How the fire and rescue service and any other necessary services will be called; ensure one of organisers has a mobile phone; note reception in village is poor for many; for the nearest phone box, turn right out of village hall, on right 1 minute down the road.
- Limitation on numbers of people; 80 for sitting, 100 if standing event.
- Checking that all escape routes are clear of obstructions and combustibles - any decorations must not obstruct any of the fire extinguishers, exit doors or fire exits, or cover the fire exit signs.
- Ensure that any electrical appliances brought on site have been suitably tested and are fit for purpose/premises.

At the start of the event or function you should notify all those present:

- There is a strict no smoking policy;
- Location of exits and escape routes;
- In the event of an emergency, take only valuables immediately to hand and not to go to collect other belongings;
- The location of the assembly point.

During the event or function you should ensure that:

- Escape routes and exist do not become blocked;
- The no smoking policy is adhered to;
- No naked flames are started (unless authorised e.g. candles);
- The number of persons in your premises is limited or controlled.