

Kempsford Village Hall Private hire bookings

Dates Required.	
Times required.	
Cost, see current price list.	
Purpose of hire	
Hirer's Name	
Hirer's Address	
Contact number.	
Contact email address.	
If alcohol is to be sold on the premises during the event the name and address of the person responsible for complying with the conditions set out in the section on Licenses of the attached document.	

There is a minimum £50 deposit for all bookings. In addition to the hiring fee, an additional £50 deposit (totalling £100) is required for all discos, dances, parties etc. It is vital that after such events the Village Hall, garden area and car park are checked for bottles, cans, broken glass and other potentially dangerous rubbish; no fireworks are allowed without prior agreement. The hall, garden and 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 to be paid separately by bank transfer please and to be paid in advance.* An invoice will then be issued for the booking and the booking confirmed.

The keys/key safe code will not be released until payment has been made.

In the event of cancellation, please inform the treasurer. Please note that if notice is given seven 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 confirm that I am over 18 years old and have read and will comply with the Terms and Conditions and Health & Safety policy.

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

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

Contact Details for the Village Hall

Booking Secretary (Bookings)	Treasurer (Payments)
Bob O'Hara 17 Broadway Close Kempsford GL74DU	Andy Gray 7 Wakefield Close Kempsford GL7 4DP
Email: villagehallbookingskempsford@gmail.com	Email: treasurerkempsford@gmail.com

Current Hire Prices (February 2024).

Type Of Hirer	Hourly	Day
Concession for elderly, charities and the church.	£11.00	£55.00
Local and Regular bookings including children's parties.	£13.50	£70.00

Private Booking from outside of local area.	£25.00	£120.00
Commercial Hires.	£50.00	£300.00

Payments are to be made to:-

Lloyds Bank

Sort code: 30-90-89

A/c no: 38936060

A/c name: Village Hall (Cotswold) Kempford

KEMPSFORD VILLAGE HALL TERMS AND CONDITIONS OF HIRING

1. The Committee reserve the right to refuse a booking.
2. The Hirer (or person signing for the hirer) is responsible for any damage to the Hall and its contents during the hire period. Please report any damage or problems to a member of the village hall committee.
3. The Hirer (or person signing for the hirer) must comply with all statutory or local regulations and rules for public safety as stated in the Village Hall Health and Safety Policy.
4. All tables and chairs are to be wiped and stored away in the storage cupboard. Tables are stored at the left-hand side of the cupboard. The green plastic chairs must not be stacked more than 10 high and the blue chairs not more than eight high.
5. All lights are to be turned off, particularly in the kitchen, meeting room and toilets.
6. All windows are to be checked and locked.
7. Check the rear external door in the changing room and ensure that it is closed and locked.
8. The Hall is to be left clean and tidy, i.e. floors swept and spillages mopped up. ALL RUBBISH TO BE TAKEN AWAY BY THE Hirer for disposal. There is no refuse collection at the Hall.
9. Smoking or vaping is not permitted anywhere in the Village Hall.

Licences

The hall has an Entertainment Licence until 11.30pm. Hirers can apply for an extension to this licence by contacting the Cotswold District Council and, in addition, informing the Village Hall Committee. The hall is licensed for music, singing and dancing by Performing Rights Association.

The hall has an alcohol license and hirers are permitted to sell alcoholic by strict adherence to the following conditions.

1. The Hirer shall not allow the consumption of alcohol on the premises without written agreement as part of the Booking process.
2. The Hirer will nominate a person to take personal responsibility for complying in full with the Premises Licence.
3. Alcohol will not be served after 11:00pm or music played after 11:30pm.
4. Alcohol must not be sold or supplied to under-18s; special care must be taken to protect children; those serving alcohol on the premises must require any individuals who appear to be under the age of 18 years to produce on request, before being served alcohol, identification bearing their photograph and date of birth. Examples of appropriate identification include a photo card driving licence, passport or a proof of age card bearing the PASS hologram.
5. Any customer thought to be under the age of 18 years old and unable to provide appropriate identification must be refused a sale.
6. Alcohol sales and consumption must be monitored, and no further sale must be made to customers where their wellbeing or that of others is at risk, ie they are drunk.

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:

1. 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. A smoke alarm system is installed.
2. Assembly point - people should assemble in the village hall car park, as far away from the building as possible.
3. Identification of escape routes and exits – as well as the main entrance there is a double fire door each side of the main hall, a rear door from

the changing room (not a fire escape door so may be locked) and an escape window from the kitchen.

4. How the fire and rescue service and any other necessary services will be called; ensure one of the organisers has a working mobile phone.
5. Limitation on numbers of people: 80 for sitting, 150 if a standing event.

During the event you should ensure that:-

1. The no smoking/vaping policy is adhered to.
2. All escape routes are kept clear.
3. Nothing obstructs access to fire appliances.

Kempsford Village Hall Health and Safety Policy

Part 1 General Statement of Policy

This document is the Health and Safety Policy of Kempford Village Hall.

Kempsford Village Hall Management Committee's policy is to:

1. Provide a healthy and safe environment, equipment, and systems of work for management committee members, hirers, users and other visitors.
2. Keep the village hall and equipment in a safe condition for all users.
3. Provide such advice and information as is necessary for management committee members, hirers, users, and other visitors.

It is the intention of Kempford Village Hall Management Committee to comply with all relevant Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Kempsford Village Hall Management Committee considers the promotion of the health and safety of those who use its premises, including contractors, who may work there, to be of great importance. The Management Committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work.

To this end, the Committee will encourage its members, hirers, users, and other visitors to engage in the establishment and observance of safe working and other practices.

Hirers, users and other visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Committee, with all safety requirements set out in the Hiring Agreement, Fire and Safety Guidelines and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Part 2: Organisation of Health and Safety

The Kempford Village Hall Management Committee has overall responsibility for providing a healthy and safe environment at Kempford Village Hall and takes day to day responsibility for the implementation of this policy.

It is the duty of all hirers, users, and other visitors to take care of themselves and others who may be affected by their activities and to cooperate with the Management Committee in keeping the premises safe and healthy.

It is the responsibility of hirers to ensure that adequate safeguards are in place to protect the well-being of the disabled, children and vulnerable adults.

Portable electrical or gas appliances should not be left unattended while operating and all equipment brought onto the premises by the hirer must be in a safe and serviceable condition and maintained in line with any manufacturer's guidelines.

Should anyone using the hall come across a fault, damage or other situation, which might cause injury and cannot be rectified immediately they should inform the Chairman or the Bookings Secretary, as soon as possible so that the problem can be dealt with.

Where equipment is damaged or otherwise faulty a notice should be placed on it warning that it is not to be used and the Chairman or the Bookings Secretary informed as soon as possible.

A plan of the hall is attached showing the location of electricity switch box, gas boiler and gas main tap, emergency exits and fire doors, and fire extinguishers.

Part 3: Arrangements and Procedures

3.2 Fire Precautions and Safety Checks

The Management Committee has completed a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005. Checks are carried out in the village hall as follows.

Monthly

Fire doors, fire appliances, emergency lighting and smoke detectors. Door mats, clock, toilets, water boiler, accident book, fridge, outside lights, internal lights, First Aid Box, step ladder, locks and sockets.

Annually

Portable fire appliances. Potable Electrical Equipment (PAT). Gas boiler

3.3 Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty department is the Great Western Hospital, Marlborough Road, Swindon, SN3 6BB, 01793 604020.

The location and telephone number for the nearest doctor's surgery is Hilary Cottage Surgery, Keble Lawns, Fairford, GL7 4BQ, 01285 712377.

The First Aid Box is located in the kitchen.

The accident forms are kept on the main hall noticeboard. These must be completed whenever an accident occurs.

Any accident must be reported to the Booking Secretary.

3.5 Contractors

The Management Committee are not responsible for the health and safety of contractors who carry out work on the hall but will check that:-

- The contractor has a clear understanding of the work to be carried out.
- The contractors are competent to carry out the work (e.g. have appropriate qualifications, references, experience).
- Contractors have adequate public liability insurance cover.
- Any alterations or additions to the electrical installations or equipment must conform to the current regulations or the Institute of Electrical Engineers Code of Practice.

3.6 Insurance

The village hall has insurance in place provided by Allied Westminster and a copy of the certificate is displayed on the notice board in the entrance to the hall.

3.7 Review of Health and Safety Policy

The Management Committee will review this policy annually.

3.8 Address and telephone number of organisations that can give advice on health and safety:

Health and Safety Executive, Government Buildings, Phase 1, Ty Glas, I-lanishen, Cardiff CF14 5SH Tel No. 0300 003 1647.

Fairford Fire Station, Hatherop Road, Fairford. Tel No. 01452 888777.

Cotswold District Council Environmental Health, Cotswold District Council
Trinity Road Cirencester Glos. GL7 1PX. Tel No. 01285 623000.