**Rampton village hall** may be hired by anyone over the age of 18. For anyone between the ages of 18 and 21 wishing to hire the hall, the **Parish** **Council** reserves the right to ask for a guarantor.

|  |  |
| --- | --- |
| Name of hirer |  |
| Address of hirer |  |
| Phone number of hirer |  |
| Email address of hirer |  |
| Will you be selling or consuming Alcohol on the premises? |  |
| Will you be using a bouncy castle? |  |
| Regular Hirers, see note (S) - Do you require any storage of equipment at the hall? |  |
| Setting Up Time – See note (u) – Do You require any additional time beyond the ‘free’ additional setting up time? |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of Hire |  | Time Entering the Hall | Time Leaving the Hall |  |
| Purpose of Hire |  |  |  |  |
| Hiring Fees | £ | Bond (if required)  N/A | Total Cost | £ |



Regular users please enter the day/s and weekly or every other week etc.

**We cannot accept any cash payments.** Payment must be made by any of the following:

* Cheque made payable to Rampton and Woodbeck Parish Council
* Internet Banking Payment to:
  + Bank Account Number 20447326, Sort Code 60-83-01
* Standing Order from your bank to:
  + Bank Account Number 20447326, Sort Code 60-83-01

Cheques should be posted to the Parish Clerk:

c/o Rampton Village Hall

Grove Farm

101 Town Street

Lound

DN22 8RX

Tel: 07471 877504

Email: clerk@ramptonandwoodbeck-pc.gov.uk

Cheques to be made payable to **Rampton and Woodbeck Parish Council**.

1. The hiring fee and any required bond for casual users must be paid at least 5 working days **before** the event and will act as confirmation of the booking in conjunction with providing the signed hire agreement document to the Parish Clerk.
2. For regular users the booking payment must be made quarterly commencing at the start of each financial year (1st April). The Parish Council shall send you an invoice, together with a remittance advice slip to return (if paying by cheque).
3. At the Parish Councils discretion a bond for the sum detailed above may be required against any damage, breakages or loss incurred to the premises and equipment by the hirer or any person associated with the event. It will also cover any necessity for the Rampton Village Hall Warden to carry out non-routine cleaning work should the hirer not leave the Rampton Village Hall in the same clean and tidy condition as handed over at commencement of hiring.
4. Any bond will be returned within 7 working days following the hiring provided that no damage, loss or further cleaning work has been incurred as a result of the hiring.
5. Should any damage or loss be incurred to the hall or equipment that exceeds the bond amount paid, the hirer will be responsible for the extra amount.
6. All hirers will be charged for breakages of crockery and glassware. The hirer will be notified and given the option to replace the breakages/losses on a like for like basis or pay for their replacement.
7. Any cancellations must be notified in writing. In the event of a cancellation by the hirer 14 days or more prior to the hire, all monies will be refunded. In the event of cancellation by the hirer at less than 14 days’ notice, any refund shall be at mutual discretion of the Clerk to the council in consultation with the Village Warden, depending on the circumstances of the cancellation.
8. Hire charges shall be in accordance with the Parish Council’s published tariff, details of which can be obtained from the Parish Council webpage, or Village Hall Warden. The tariff is revised annually in May. Where a booking has been made for a date or dates on or after which the revised tariff comes into effect, the revised tariff shall apply.
9. The Parish Council reserves the right to cancel any booking at any time and for any reason, although it is not envisaged that it would do so, other than in exceptional circumstances. For example, the Parish Council is under no liability whatsoever in respect of unavailability of the hall due to fire, flood damage, break-in, destruction or any other reason beyond its control. Additionally, bookings may need to be cancelled/re-arranged if the premises are required for use as a Polling Station. Bookings are accepted on the basis of the information provided by the hirer. In the event that any information given as to the purpose of use, number of persons attending or other relevant factor is found to be incorrect, the Parish Council reserves the right to cancel the booking.

**Rampton Village Hall is a non-smoking venue**. Any users who wish to smoke must do so outside and use the cigarette disposal receptacle provided.

**General Hiring Conditions:**

For the duration of the agreed hiring period the hirer agrees to: -

**a**) Be the **responsible** person who must either retain that role or ensure it is delegated to a suitable person. The **responsible** **person** will ensure that they make themselves aware of all **Health & Safety** requirements set out by the **Parish Council**. In particular the **responsible person** will make themselves aware of the **Rampton Village Hall** fire and evacuation procedures. **All Health & Safety** and emergency procedure information can be found in an appropriately marked folder or on the notice board in the main entrance hall.

At the start of any function the **responsible person** will announce the location of all emergency exits and also ensure they remain clear of obstruction for the duration of the hiring period. The Village Hall Warden may check, at any time, that the hall is being used in a safe and appropriate manner.

**b**) on the discovery of a fire, operate the nearest break glass fire alarm and initiate evacuation of Rampton village hall to the muster point in Rampton village hall car park and call the Fire Brigade on 999 and notify the Village Hall Warden.

**c**) Hire allows users to have live or recorded music and dancing between 10am and Midnight Mon to Sat and until 11pm on Sundays. However, you must ensure the well-being of local residents by maintaining acceptable noise levels and by complying with the finishing times as detailed on the Premises Licence that is displayed in the entrance hall. In particular ensure noise levels are minimised when leaving **Rampton** **Village Hall** late at night.

**d**) Cars may be parked in the car park at the owners’ risk. Under no circumstances should cars be parked or obstruct in any way the private access drive to **Rampton** **village hall.**

**e**) Ensure **Rampton** **Village Hall** is left clean and tidy with all rubbish deposited in the appropriate outside bins, floors swept, kitchen work surfaces cleaned and all items used during the hiring returned to their proper storage positions.

**f**) Before leaving **Rampton** **village hall** ensure the central heating thermostat is turned down to 10 degrees, hot water supply to sink taps is switched off at the boiler, all portable electrical appliances are unplugged, all windows are closed and all lights switched off.

**g**) Rampton & Woodbeck Parish Council accepts **no** responsibility for loss or damage to any personal items or those belonging to any other organisation left on Rampton Village premises.

**h**) **Maximum Occupancy** - The **responsible** **person** will not admit more than the following number of people to the premises during the period of hire:

* 100 persons in the Village Hall Standing
* 80 persons in the Village Hall Seated

**I**) **Sub-Hire**, the **responsible person** will not use the premises for any purpose other than those described in this booking form and shall not sub-hire the premises to any other person or organisation.

**J**) The **responsible person** shall, during the period of hire, be responsible for the fabric and contents of the premises, their care and safety from damage, however slight, the behaviour of all persons admitted to the premises by the hirer.

**K**) **Insurance, Indemnity, and Personal Injury**, The **responsible person** shall be liable for and indemnify the Parish Council against any liability, cost, claim or proceedings whatsoever arising under any statute or at Common Law in respect of any default or injury however or by whomsoever caused by or to any persons which shall occur while such person is in or on any part of the premises during the period of hire, or in respect of any loss or damage suffered or sustained by any person in consequence of any such default or injury, other than arising from the Parish Council’s negligence. The Parish Council reserves the right to require any hirer to produce evidence that appropriate insurance has been arranged, and will be in force at all material times. The use of the premises and equipment, facilities and amenities, including car parking, is permitted solely at the hirer’s own risk. The Parish Council shall not be liable for any injury to any hirer or anyone invited on to or admitted to the premises by the hirer, or for loss or damage to any property. Any property or effects on the premises belonging to the hirer shall be at the hirer’s sole risk and, unless previously agreed by the Parish Council, if such equipment, property or effects are not removed at the end of the period of hire, an additional charge may be made.

**L) Illegal/Unlawful Activities, Dangerous Substances and Articles** - The **responsible person** shall not cause or permit the premises to be used for any unlawful or illegal activity; in the event of such activity, the Parish Council reserves the right to cancel the hire immediately, and any monies paid will be forfeited. The Parish Council will report evidence of illegal activities on the premises to the police and assist the police with their enquiries. No substances or articles of a combustible, explosive, dangerous, noxious or intoxicating nature shall be brought onto the premises without the Consent of the Parish Council. No decorations shall be placed in close proximity to heaters or light fittings.

**M**) **Right of Entry** – The Parish Council reserves the right for any authorised officer of the Parish Council, the police, fire & rescue service or any other statutory body to enter the premises at any time, and the right to require the hirer to refuse admission to or remove from the premises any disorderly person or persons.

**O**) **Animals** - dogs assisting visitors who are visually impaired are welcome on Parish Council premises provided they are accompanied by their owner. Otherwise, the hirer shall ensure that no animals (including birds) are brought onto the premises without the prior consent of Village Hall Warden.

**P**) **Children** - The **responsible person** shall ensure that any activities for children under the age of eight years complies with the provisions of the Children Acts, and any other relevant legislation, and that only fit and proper persons have access to the children. The hirer shall be responsible for the welfare of all children present during the period of hire. The Parish Council will not assume responsibility for the care or welfare of any unaccompanied child or children.

**Q**) **BOUNCY CASTLES/PLAY INFLATABLES** – Bouncy castles and other forms of play inflatable shall not be used in the village hall, hall car-park or lawn to the north of the village hall without the prior consent of the village hall warden and the provision of evidence of suitable insurance cover for the use of such equipment.

**R**) **Key Box** – Hirers granted permission by the Parish Clerk to hold access to the key box shall not provide the details to any other party, shall not make any copies of the keys and shall pay for the replacement of lost or damaged keys or damage to the key box. The Parish Council reserves the right to withdraw keyholder status.

**S**) **Regular Hirer’s Storage** – Hall storage space is very limited, please speak with the Village Hall Warden regards any storage of any materials or equipment at the hall your group owns **before** storing it at the hall. The Parish Council insurance does **not** cover any equipment stored at the hall which it does not own, therefore you must arrange your own insurance cover for anything stored at the hall, evidence of the insurance certificate coverage should be provided to the clerk. The Village Hall Warden in consultation with the clerk has the final say on whether or not equipment may be stored at the hall by regular user groups.

T**)** **Lawn Area** – To the North of the Hall (rear of the hall) is a large lawn area which is part of the churchyard. This is owned by the Church. If you wish to use part of this lawn as an outside space for a function/activity, the village hall warden can put you in contact with a representative of the church who may be able to hire the lawn to you under a separate agreement for the duration of your hire of the village hall. We cannot hire the lawn to you because we do not own it, we cannot insure it for the same reasons. The Church Representative will be able to go into possibilities and potential hire costs with you for the lawn.

**U) Setting Up Time** – We offer Regular User Groups 30 minutes and Non-Regular/Commercial Groups 15 minutes setting up and clearing away periods at either end of your paid hire period for free. If you require additional time to set up or clear up the hall in addition to your paid hire period you **must NOT enter the hall before the start of the free period or leave after the free period has ended**. Additional Time should you require it must be requested beforehand via the Clerk and paid for.

V) **Extra Preparation Service** – We offer a free setting up service of the tables and chairs to some of our long standing regular user groups. Please note we cannot offer this service to everyone, if you do require assistance to set up the room, please ask the Village Hall Warden if they are available to assist? If they are, the cost will be equal to £15 per hour for the Warden’s Time. The Village Hall Warden has the final say on whether or not they can provide the additional service.

**Premises Licence**

The Parish Council holds Premises Licence no PL1053 for Rampton Village Hall, this enables hirers to undertake the following between 10am and Midnight Monday to Saturday and 10am to 11pm on Sundays:

1. Performance of Live Indoor Music and provision of facilities for Indoor Music
2. Playing of recorded Indoor Music and provision of facilities for Indoor Music
3. Performance of Indoor Dance and provision of facilities for Indoor Dance
4. Entertainment Indoors of a similar description to those falling within categories 1,2 and 3
5. The Sale of alcohol for consumption **ON** the premises **ONLY –** Sale of Alcohol is only in agreement with the premises supervisor/Village Hall Warden.

If you wish to sell or consume alcohol on the premises, you must also abide by the following requirements:

The **responsible** **person** will ensure that anyone present does not carry out, arrange or participate in any irresponsible promotions in relation to alcohol. This means any one or more of the following activities or similar activities for the encouraging the sale or supply of alcohol for consumption on the premises:

* Games or activities which are designed, require or encourage individuals to drink a quantity of alcohol within a time limit or drink as much alcohol as possible.
* Provision of unlimited or unspecified quantities of alcohol for free or for discounted free to the public or group.
* Selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.
* Dispensing alcohol direct by one person into the mouth of another (unless they have a disability which requires assistance by another person).

The **responsible** **person** will ensure that free potable tap water is provided for on request to customers.

The **responsible** **person** will ensure that an age verification policy is adopted in relation to the sale and supply of alcohol. The Village Hall Warden may carry out age verification checks of anyone consuming alcohol. Operate a ‘Challenge 21’ scheme, anyone who appears to be 21 years of age or younger must produce or anyone, when asked for proof of ID must be able to provide ID bearing their photograph and date of birth (passport, driving licence) to prove they are over the age of 18.

The **responsible** **person** must ensure that where any of the following drinks are sold or consumed on the premises it is available in the following measures:

* Beer, Larger or Cider ½ pint and 1 pints
* Gin, rum, vodka, or whiskey in 25ml or 35ml and
* Wine in a 125ml glass.

These measures must be displayed in your menu, price list or other printed material available to your potential customers.

**Small Lotteries Licence**

A lottery is a form of gambling which has three essential ingredients:

* You have to pay to enter the game
* There is always at least one prize
* Prizes are awarded purely on chance.

A licence is **not** required if **all** ticket sales (e.g. tombola, bingo, raffle, lottery, sweepstake) are sold and drawn during your event and the form of gambling is for charitable non-profit making purposes. This is known as an ‘incidental non-commercial lottery’. The **responsible** **person** will ensure the following rules are followed:

1. All Tickets are sold at the village hall during your event/hire and the result of the draw is made public while the event/hire takes place.
2. You cannot deduct more than £100 from the proceeds in expenses incurred, e.g the printing of tickets, hire of equipment
3. No more than £500 can be spent on prizes (but prizes worth more than this may be donated)
4. The event cannot involve rollover prizes.

If you wish to sell lottery/raffle/bingo tickets **prior** to your event/hire or announce the result of the draw **after** your event/hire. This is classed as a ‘small lottery’ and the Parish Council holds Small Lotteries Licence number SL0218 for Rampton Village Hall which allows hirers to also hold a small lottery.

It is a legal requirement the Parish Council must complete a return form to Bassetlaw District Council within three months of the date of the prize draw. If you wish to hold a ‘Small Lottery’ you **must** inform the Village Hall Warden and advise the following information:

* Dates Tickets on Sale ‘from’ and ‘to’
* Total amount of proceeds of ticket sales £
* Total value of the prizes £
* Total Expenses incurred £
* Proceeds Allotted to which purpose?

The rules of the small lottery licence and the Gambling Act 2005 must be followed:

* As the purpose of permitted lotteries is to raise money for non-commercial causes, at least 20% or more of the proceeds must be channelled to non-commercial, non-profit causes.
* Tickets may only be sold by persons aged 16 and over and sold to persons aged 16 and over (however, 'incidental non-commercial lottery' may be sold to those aged under 16)
* All your tickets must be state on them:
  + The name of your club/group/promoting person
  + The price of tickets (must be same on all tickets)
  + The name and address of the promoting person/group
  + The Date of the draw
* The maximum value of a single draw must not exceed £20,000.

## DECLARATION

I understand and agree to **Rampton village hall** hiring agreement as detailed above:

**Signature of Hirer/Responsible Person:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to act as guarantor to the Hirer who is under 21 and over 18 years of age. In doing so I accept the conditions of hire as described above and confirm that I am over the age of 21.

Signature of guarantor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_