

Palmer Hall, London Road, FAIRFORD, GL7 4AQ

Registered charity No 223585

CONDITIONS OF HIRE

All potential hirers MUST complete a booking form and bookings must be made through the booking clerks Steve Crowley 01285 712189 email steveandsue-sjc@live.co.uk or Louise Hatch 01285 711657 fairfordph@outlook.com

Hire Charges per hour Regular users £11.00 Private events £20.00 Commercial £30.00

The booking clerks will make provisional bookings. Confirmed bookings will only be made when full payment for the hire is received (except for regular users who will liaise with the treasurer).

The **Booking form** must be signed to confirm that the hirer will comply with these conditions and of the **Hall Premises Licence** and with the **Hall Health & Safety Policy**.

Payment: The signed booking form MUST accompany payment. Payment method can be cheque made payable to **Palmer Hall Committee, or bank transfer**. Payment must be sent with completed booking form to The Treasurer, c/o 9 Park Close, Fairford, GL7 4LF. **A refundable deposit of £70 is now required for one off events**. A confirmation receipt will be provided if requested.

Other licences: It is the responsibility of the hirer to obtain all necessary permissions relating to the nature of the activity. The hall is licensed with the Performing Rights Society and no extra charge is made for the use of this facility.

Bar facilities: The hall has a licence to sell alcohol. Our designated committee member for the sanctioning of the sale of alcohol is Becky Scrivens, Treasurer of The Palmer Hall Committee. You must obtain her permission by phoning 0734144006. Once permission is granted, she will sign your booking form accordingly; this can be confirmed verbally or by email.

Cancellation: a full refund will be made for cancellations more than 30 days before the event. There will be no refund after this date unless there are exceptional circumstances and at the discretion of the Palmer Hall Committee.

Keys: The Hall keys are held at the Londis Store, London Street. It is the hirer's responsibility to collect and return the keys promptly and ensure that the crockery cupboards are locked and the Hall is properly secured at the end of an event.

Nuisance: **IT IS AN EXPLICIT CONDITION OF THE HIRE AGREEMENT** that hall users must respect the needs of local residents and leave the premises and area quietly and **at the agreed, booked time**. **The management reserve the right to charge a fee if these conditions are not fully met**. The main entrance and side doors and all windows facing the adjacent house must be closed whenever live or recorded music is being played. Events must be adequately supervised and those where children are present without parental supervision, must be done by someone with necessary CRB clearance. All film shows where children (under 18's) are admitted must comply with the film classification licence.

Wheelchair users: Unfortunately no toilet facilities are yet available. Access can be gained through the side fire exit

Fire safety: Please make sure that all those present at the function, are made aware of the fire exits from the building and location of fire extinguishers at the beginning of the event. Fire doors must be closed at all times during an event except in an emergency or for access by wheelchair users. All doors must be kept *unlocked* during event.

In the event of fire the organiser must ring 999 immediately. If you do not have a mobile phone the nearest premises which has a static phone is the Plough Hotel adjacent to the Hall. It is the responsibility of the organiser of the event to ensure that all visitors have vacated the building. The assembly point is the Market Place. (Leave the building and the Market Place is at the end of the road on the right hand side)

The emergency exit at side of hall must be kept clear at all times. The alarm will sound when this door is opened. The key to reset it is with the front door keys.

Health & Safety: Hirers are responsible for the health and safety of those attending events. **Hirers should NOT exceed the permissible amount of people legally allowed in the Hall at any one time in accordance with the Health & Safety Policy and Fire Safety Regulations.**

A first aid box can be found in the kitchen and a notice for your information is displayed in the Hall. Please refer to the Hall Health & Safety Policy

Accidents: A first aid box is situated in the kitchen. In the event of an accident you must complete an accident form (in servery drawer) and return it to a booking clerk. You must also record the incident in the accident book

(above first aid box). In the case of an accident under the RIDDOR (Reporting of injuries, diseases and dangerous occurrences) regulations you must notify the Chair of the Management committee.

Steps are available in the Hall and if you use them, a second person must be present. The management committee takes no responsibility for any accident if the hirer uses them.

Seating & Tables The Hall is equipped to cater for 120 people seated at tables and 150 for closed seating. Tables and chairs are provided as part of hire agreement. The number of people present in hall may exceed the above number if helpers and performers are involved but this number must not cause the hall to become overcrowded.

Please ensure that you adhere to the appropriate audience seating plan displayed in Hall. You must ensure that chairs and tables are not positioned so that they obstruct fire exits.

Tables & chairs are available for use in the side room. At the end of the event please ensure that you clean the table surfaces and replace them in the trolleys and return them to the side room. Chairs must also be returned to the side room stacked on the chair trolleys provided.

Catering: There will be a charge of £10.00 for the use of the kitchen. External caterers are allowed, but you must comply with the Food Safety (General Food Hygiene) regulations 1995. Please do not introduce any other appliances for cooking food without the express permission of the management committee. (eg field ovens or kettles). All portable electrical appliances introduced to the Hall must comply with the portable electrical testing regulations.

Crockery and cutlery are provided (in three kitchen cupboards) at no extra charge. If you use the crockery and cutlery, please notify the booking clerk of any breakages and ensure that you clean and dry all equipment you use and replace in appropriate locked cupboards. You need to provide your own washing up liquid and tea towels.

Please DO NOT use the hand basin in the kitchen for any other purpose than washing hands in compliance with the Food Hygiene regulations.

Please leave the refrigerator turned **ON** when you leave. Please be extra careful when operating the Zip boiler as the water is scalding hot. The indicator light shows the status of the appliance. In the event of the Zip boiler being inoperable, please contact the booking clerk who will provide a portable water boiler. Do not attempt to move the portable water boiler when it is full of hot water and do not remove it from the kitchen. When the cooker is not in use, please ensure that the ceramic plates and ovens are switched off.

Cleanliness: The Hall does not employ fulltime staff so it is the responsibility of the hirer to leave the Hall in a clean and tidy condition. Brooms are available for sweeping the floor and a mop for any liquid spillages. Please put rubbish in black bags in the rubbish bin in the Hall yard; they **MUST NOT** be left in the kitchen. Please take **ALL** Bottles and **CANS** home with you, as we do not have the necessary recycling facilities.

In the event of the Hall being left dirty or suffering damage to its fabric or fittings, the Management Committee reserves the right to KEEP the deposit from the hirer for the cost of repair /cleaning.

The Management Committee also reserve the right to refuse hire of the premises to anyone they believe will **NOT** adhere to the conditions of hire and reserves the right to enter the premises when a function is in progress.

Heating: is set at moderate activity level all year. If supplementary heating is required there are electric wall heaters operated by a £1 coin meter situated on the wall at the left side of the stage, this is at a cost to the hirer.

Decorations: If you wish to decorate the hall, please do **NOT** use sticky tape to attach things to the walls as this removes the paint. Please make sure that all decorations are removed after the event. There are hooks on the wall which can be used to display decorations or 'blutac' is acceptable if it is removed at the end of the event. Hirers must **NOT** interfere or otherwise alter the fixtures or fabric of the building

At end of event: Please ensure that all internal doors are closed and external doors and windows are locked, lights and appliances are switched off and unplugged (unless otherwise specified) and the Hall has been cleaned.

Feedback: We hope that you enjoy your hire and will use the Hall again. Please let us know if the Hall was not clean & tidy when you arrived and please report any faults or damage to a Booking Clerk.

Disclaimer: The committee take no responsibility for any loss or damage to users' property including vehicles. Should the Hall be required at short notice by the management committee, the deposit will be refunded but the committee do not take any responsibility for consequential loss.

Palmer Hall, London Road, FAIRFORD

Registered charity No 223585

BOOKING FORM

Date of Hire/...../..... Time required from..... To
(time to include setting up and clearing up time)

Name of Hirer (must be over 21 yrs)

Address Post Code

Contact Phone Email

Organisation or nature of Event

Is this a public / private event? Number of participants

Please note there is a £10.00 charge for use of the kitchen to be included in your booking fee.

Will you be using the stage yes / no the kitchen yes / no
Will you be providing Recorded music yes / no Lotteries yes / no

Do you wish to sell alcohol at the event? yes / no

If YES

You *must* obtain permission from our designated Committee Member, Becky Scrivens, and Phone 0734144006

She will sign your booking form if he agrees that alcohol can be sold.

Signed Dated.....

I have READ, FULLY UNDERSTAND AND AGREE to the Conditions of Hire, the Premises Licence and the Health & Safety policy of the Palmer Hall.

(These are also displayed in the Hall)

Signature of hirer: Date:

I also understand that I will *lose my deposit*, as stated in the Conditions of Hire, if I do not adhere to the said conditions.

Signature of hirer: Date:

RETURN THIS FORM TO

Treasurer of Palmer Hall, c/o 9 Park Close, Fairford, GL7 4LF

.....o0o.....

NB

Please provide x2 cheques

~ One for the hire fees and

~ A separate cheque for the £70 deposit. [This can then be shredded if/when conditions are fully met.]