

**BOOKING FORM - 2020**

I agree to the Conditions of Hire for Northborough Village Hall and I have read these conditions including the COVID-19 section and Fire Safety document.

The details of the booking are:-

DATE:.....Time..... EVENT:.....

Approximate numbers attending Function.....

NAME:.....

ADDRESS:..... TEL.

NO:..... MOBILE

NO:.....

E-Mail address:.....

**Alcohol** will/will not\* be sold at the event (\*delete as applicable, 'sold' includes raffles, outside bars or donation/honesty boxes)

If Alcohol is being sold the licence number is: .....

Please note the keys to the Hall will not be given out until a licence number has been given. I agree to the attached terms and conditions for the hire of **Northborough Village Hall. Please read condition 10 carefully.**

I hereby consent to my data being held on file and kept in line with GDPR  please tick.

Signed : ..... Date: .....

Please sign and return a copy of this completed form, together with a £50.00 refundable deposit as agreed at time of Booking. Payment before event by:~

Cheques Payable to; **NORTHBOROUGH COMMUNITY ASSOCIATION.**

**BACS PAYMENT Account no.30614602 Sort Code 40-32-24 BACS is the preferred option for payment where possible.**

**Full cash payment only ON COLLECTION OF KEYS.**

Keys will be issued by the Booking Officer (unless by prior arrangement). Please be sure to use the overflow car park.

**BOOKING OFFICER**

**Karen Cooper**

**42 Granville Avenue**

**Northborough**

**Peterborough**

**PE6 9DE 01778 347464**

Refundable deposit will be returned within 14 days of booking, after inspection of Village Hall.

## Northborough and Deeping Gate Village Hall – COVID 19

**Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.**

### **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 undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

### **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 either the products supplied (which will be in a clearly accessible location) or 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 **30** people attend your activity/event, 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 **2** people use 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 [insert or attach drawing or photo].

**SC9:**

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided in Kitchen Cupboard before you leave the hall.

**SC10:**

You will encourage users to bring their own drinks and food. 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:**

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.

**SC12:**

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 Annexe** 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 hall booking officer on tel no: 01778 347464**

**SC13:**

Other special points as appropriate.

E.g. For performances and other 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 and invite people to use toilets in the interval row by row].

E.g. 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 avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards.

## CONDITIONS OF HIRE

1. Please ensure you read our conditions for hiring the Hall and the related Fire Safety document which is very important.
2. Please email the Bookings organizer at [bookings@northboroughvillagehall.co.uk](mailto:bookings@northboroughvillagehall.co.uk) or telephone 01778 347464 to make sure your required date(s) are available
3. Download and fill in two Bookings forms. Please note this is the form of a pdf document which can easily be read and printed out. If you require pdf reader software go to [www.adobe.com](http://www.adobe.com) or [www.foxitreader.com](http://www.foxitreader.com).  
One form to be returned with the requested payment. one form to be retained for your information.
4. For all costs please contact the Bookings organizer.
5. **IMPORTANT - If a booking is cancelled within 7 days of the event the deposit will be withheld at the discretion of the committee.**

## NORTHBOUGH VILLAGE HALL COMMITTEE CONDITIONS OF HIRE

By signing the booking form (click on this link to open the form for saving and printing) you are agreeing to the Conditions of Hire

6. No more than a MAXIMUM of 200 people are allowed in the hall at any one time and of these 120 can be seated.
7. At no time should Fire exits be blocked or obstructed. Those booking and using the Hall should make sure that they familiarize themselves with the Fire Safety notice and have understood it.
8. Please ensure that there is NO UNDERAGE drinking in the Hall.
9. It is EXTREMELY important that all users of the Hall respect local residents with regard to noise levels from both the users of the Hall and any hired music. There must be NO music at all after 23:45. (Should there be any failure to follow these guidelines could jeopardise our Licence and proposed future bookings of the hall)
10. Unless the event is one where participants can 'bring your own alcohol' a licence number must be provided before any keys will be handed over. This will include both honesty bars and 'sales' using the 'every-affle-ticket-wins-a-drink' system or anything similar.
11. Under ALL circumstances if there are ANY damages or breakages these will be paid for by the hirer of the Hall.
12. **NO Sellotape or staples are to be used.** Having just had the Hall refurbished we would like to keep it in this condition for as long as possible
13. When the event has finished could you please ensure the following:

a) It is essential that ALL rubbish is emptied into the appropriate outside bins, the Hall left clean and chairs are stacked on the appropriate trolley. **Only 30 chairs per trolley please.** b) **Please stack All tables.**

Chairs to be returned to the chair trolleys. **30 TO EACH TROLLEY, 5 ONLY ON EACH ARM**

c) The kitchen MUST to be left clean and tidy - All crockery/cutlery used MUST be returned to cupboards and drawers. **The cooker main switch and water boiler to be switched off.** d)

Please make sure **All** party decorations are removed at the end of hire

e) The Hall should be thoroughly tidied and left as found, including toilets

f) All lights and heating to be switched off at the end of hire. (Failure to do this may result in addition charge).

g) Please make certain that all windows and doors are secured at the end of hire

h) **Only soft balls to be used in the hall NO FOOTBALLS**

i) **Under no circumstances are fireworks to be discharged in the HALL or ON THE PLAYING FIELD**

j) **No Candles or T lights to be used in the Hall.**

k) The operation and management of the external CCTV System installed at the Hall is regulated under the General Data Protection Regulations (GDPR) and will remain so until the GDPR is no longer directly applicable in the UK. The General Data Protection Regulation (GDPR) is defined as ((EU) 2016/679) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time. in the UK and then any successor legislation to the GDPR or the Data

Protection Act 1998. The Committee shall, and its staff shall, comply with any notification requirements under the Data Protection Legislation. When handling Customer data, the Committee will ensure the security of the data is maintained in accordance with our policy guidelines, which is available to view."

j) Please return keys TO THE ISSUING OFFICER.

### **SMOKING LAWS**

- a) The law states that no-one must smoke within five metres of any door or window that opens.
- b) By signing the booking form the hirer agrees to ensure this smoking policy is adhered to and that any fine imposed upon the Hall by the appropriate authority will be passed onto, and paid by, the appropriate hirer.
- c) The hirer also agrees to ensure the 'smoking area' is left clean at the end of the hire Your co-operation is very much appreciated.

## **NORTHBOUGH VILLAGE HALL COMMITTEE FIRE SAFETY**

It is ESSENTIAL that before signing the booking form the hirer must read the fire safety document.

### Fire safety

The person in charge of the function MUST check the location of all fire exits and exit points. At ALL times these must be free from obstruction.

As there is no telephone at the Hall (nearest one is by the village shop) a mobile phone should be available if a call to the fire brigade is required.

The hirer MUST be aware of the location all fire extinguishers and the fire blanket. PLEASE read the operating instructions.

The person in charge should be aware of who is attending the function in case of an evacuation.

In case of fire

Call the Fire Brigade immediately. Please note there is no phone in the hall but there is a public phone next to the village shop.

If possible attack the fire with the appliances available but AT NO TIME should anyone taking personal risks.

There are Fire extinguishers located in the KITCHEN, LOBBY and SIDE of the hall. A fire blanket is located in the kitchen.

If it is safe to do so, all electrical appliances should be switched off and doors and windows closed. Ensure that everyone leaves the building by the nearest available exit. UNDER NO CIRCUMSTANCES SHOULD ANYONE stop to collect personal belongings.

Fire exit doors are located at the back of the hall, side of the hall and annex as well as the main entrance door.

Please ensure that members of your group are designated to ensure the building is vacated without taking personal risk and that all people at the function are accounted for

Contact the Booking Secretary at 42 Granville Avenue

Under NO circumstances should anyone re-enter the building until instructed by a responsible person that it is safe to do so.

**NORTHBOUGH VILLAGE HALL COMMITTEE 2020**