

**LLANOVER VILLAGE HALL  
(SIR JOHN HERBERT MEMORIAL HALL)  
HIRING CONDITIONS**

All applications for the hire of the village hall/bar room or equipment must be made through the Bookings Secretary with whom arrangements for collection of the hall key will be made. If hire includes the bar room, a member of the Village Hall Committee, or their delegated representative, have to be present to run the bar throughout the event. Persons using the bar room may be asked to produce photo identification to prove their age as per 'Challenge 21'.

<b>HIRING CONDITIONS</b> Please read carefully
<p>Payment is to be made to the Bookings Secretary who will provide an invoice. The charge covers the use of the building as specified. The bar area will only be hired out to parties aged 18 and over and <b>will be manned by a member of the Village Hall Committee. IF YOU WISH TO SUPPLY YOUR OWN ALCOHOL A 'CORKAGE CHARGE' MAY BE APPLIED. PLEASE CONTACT THE BOOKINGS SECRETARY FOR INFORMATION.</b></p> <p>Applications for children and teenage events will only be accepted from parents who must be in attendance throughout the event.</p> <p><b>If you wish to decorate or bring any entertainment equipment into the Hall for an event, please consult the Bookings Secretary.</b></p>
<p><b>HEALTH AND SAFETY</b> <b>Fire exits to be kept clear at all times</b> Children are not allowed in the kitchen area No naked flames are allowed in the building No smoking is allowed in the building <b>All user groups must familiarise themselves and the people in their charge, with the following Fire Precautions:</b> <b>a</b> The person in charge ( <b>Temporary Responsible Person</b> ) who would be present throughout the event must ensure they are aware of the evacuation procedure and the location of the Fire Assembly Point [ Information on the Fire Information Notices ] <b>b</b> On entering the building identify the location of the fire fighting equipment, and location of all fire exits appropriate to the area you are occupying [ Fire exits are marked with green running man exit signs ] <b>c</b> Ensure the fire exits are maintained free and unobstructed throughout the use of the hall <b>d</b> At the start of the event notify all those present of the fire safety arrangements and procedures in the event of fire <b>e</b> Identify a person who will contact the Fire Brigade in the event of a fire [ Hall address is located on the Fire Instruction Notices ] <b>f</b> The Hall as a <b>NO SMOKING</b> policy Equipment in the hall must not be used until instructions in the Manual have been read and understood. (The Manuals are kept in the kitchen ) A final check of the building must be carried out by a responsible person at the end of the event and recorded on the clipboard kept in the kitchen</p>
<p>The <b>HIRER is responsible for leaving the hall clean, tidy and undamaged, including the removal of any kitchen refuse/bottles/cans etc.</b> A charge may be made should the hall be damaged or left unclean etc. Vacuum cleaner/Brushes/Dust pans/mops and a bucket are kept in a cupboard in the kitchen</p>
<p><b>ELECTRICAL EQUIPMENT</b> All lights and electrical equipment must be turned off and unplugged Electrical kettles and water boiler to be emptied. Instant water heater to be switched off at the socket Microwave and fridge (if used) to be cleaned All water taps in kitchen/bar room and toilets to be turned off All hand driers in toilets to be switched off Hostess trolleys to be cleaned (if used) and unplugged</p>
<p>All <b>CROCKERY/CUTLERY/GLASSES</b> used to be washed/dried and put away</p>
<p>Used <b>TEA TOWELS</b> etc. to be placed in a pile in the kitchen <b>PLEASE DO NOT TAKE HOME</b></p>
<p><b>WINDOWS</b> and <b>DOORS</b> to be locked and made secure throughout the building</p>
<p><b>CURTAINS</b> to be left open at end of event</p>
<p><b>TABLES</b> to be wiped down and left as they were found . <b>CHAIRS</b> to be placed with tables as they were found</p>
<p><b>STAGING</b> surfaces to be cleaned. Staging to be left in situ for staff to pack away.</p>
<p><b>FLOORS</b> to be swept</p>
<p><b>VEHICLES</b> Please park outside the hall for loading/unloading or use the hall side door</p>

**The Management Committee:**

- **Accepts no responsibility for any damage or loss to property left at the hall.**
- **Accepts no responsibility for any breaches of legal requirements in respect of activities carried out in or around the Hall by the HIRER and/or any of the HIRER's invitees.**
- **Reserves the rights to refuse an application/postpone or cancel a booking**
- **Reserves the right to revise charges at any time**

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**APPLICATION FOR HIRE**

**Applicant's Name:**

**Address:**

**Telephone Number:**

**E-mail address:**

**PURPOSE OF HIRE:**

**Please circle requirements:      Main Hall                      Main Hall with Bar Room**

**PERIOD OF HIRE: - PLEASE NOTE THAT TO COMPLY WITH LICENSING REGULATIONS, THE HALL MUST BE VACATED BY 12.30AM. PLEASE ALSO ALLOW TIME IN YOUR HIRE TIME FOR YOU TO SET UP BEFORE YOUR EVENT STARTS AND TIME TO TAKE DOWN AND TIDY**

<b>DATE:</b>	<b>AM/PM</b>	<b>DATE:</b>	<b>AM/PM</b>
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**I wish to make the above application for hire and confirm that I have seen and agree to the conditions of hire and to pay the charges stated by the Booking Secretary. I confirm that if I apply to hire the bar room, I am over 18 years of age.**

**Signature: .....**

**Date: .....**