

SCARNING VILLAGE HALL

Application to Hire the Hall

Hirer's information

Name:

Address:

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Postcode: **Telephone Number:**

.....**Email:**

..... **Name**

of Organisation (if applicable):

ALL ORGANISATIONS hiring this hall need to comply with current legislation regarding safeguarding and health and safety, where applicable they must have their own relevant policies and procedures in place. All activities need to be riskassessed by the hall hirer.

Date of Hiring:

Type of event: (ie Birthday Party, Wedding, etc)

Time: From To including set up and clearing away.

Please specify type of equipment you will be utilising.

ie: bouncy castle, bubble machine, electrical items, animal shows/training classes, art & craft materials, food preparation (hog roast etc), bar. Please be aware that as the Organiser/Hirer you take full responsibility for any items/ animals/services brought into the hall and any resulting damage caused by such activities. Please note some activities may require a separate licence which the bookings clerk will request a copy of prior to confirming your booking.

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Please do not attach items to the hall walls.
Please sweep floors and tidy chairs/tables away after use

Schedule of Charges

Scarning Resident Booking Rates

Monday to Friday daytime	£10.00 per hour
Monday to Friday after 7pm	£12.50 per hour
Saturday daytime	£12.50 per hour
Saturday after 7pm	£15.00 per hour
Sunday after 12.30pm only	£15.00 per hour
Bank Holidays – Not available	

Non Scarning Resident and Business Booking Rates

Monday to Friday daytime	£15.00 per hour
Monday to Friday after 7pm	£20.00 per hour
Saturday daytime and evening	£20.00 per hour
Sunday after 12.30pm only	£20.00 per hour
Bank Holidays – Not available	

All events must be concluded by 11.30pm and hall cleared and vacated by midnight.

A £50.00 deposit is required at time of booking which will be returned within 14 days, subject to no damage to the hall, contents and surrounds. Please do not attach items to the hall walls

Fees for 2/3 day events: ie: weddings

2 Day event £400

3 Day event £600

A £200.00 deposit is required at time of booking which will be returned within 14 days, subject to no damage to the hall, contents and surrounds.

Cancellation If you wish to cancel the booking before the date of the event, 72 hours notice must be given. If we are unable to conclude a replacement booking we may, at our discretion, return the deposit or require payment of the Hire fee.

The full Health and Safety policy can be found in the Health and Safety file (on shelves in front hall) or you can request a copy of this from the Secretary. The Health and Safety file also contains all risk assessments, procedure in case of accident, accident forms and a plan of the building.

DATA - Scarning Village Hall and Estate Trust complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. For any queries relating to data held, processed by Scarning Village Hall, please contact Tricia Foreman on pforeman4@sky.com. The full policy can be accessed in the Policies and Procedures file on the shelves in the front hall or you can request a copy of this from the hall Secretary.

I the Organiser/Hirer understand and take responsibility for:

- No smoking / vaping inside the building.
- Scarning Village Hall does not hold a licence to sell alcohol.
- All hazardous materials to kept out of reach of children.
- **Any damage or faulty equipment MUST be reported to the caretaker at the end of the hire so this can be replaced/ fixed for the safety of the next hall user.**
- **Fire:** in the event of a fire breaking out, evacuate the building and dial 999, please see fire notice in front hall (full fire procedure can be found in the Health and Safety file)
- **First Aid** kits can be found in the entrance hall, in the event of an accident please see Accident Procedure in Health and Safety File and complete Accident Form also in Health and Safety File.
- No children to be left unsupervised in the hall AT ANY TIME

- We strongly recommend all hirers familiarise themselves with the Health and Safety Policy (located in Health and Safety file on shelves in front hall)

- Contacts: Chairman – Alan Glister – 07780 924017
Vice Chairman – Yvonne Long – 07780996660
Secretary – Sonia Lee – 07795807967
scarningvh.secretary@gmail.com

I apply for the use of the hall and facilities stated and if my application is accepted, I will pay all letting charges in accordance with the schedule of charges and agree to comply with the conditions of hire.

I have attained the age of 21 years.

Signed:

Print Name:

Dated:

This form is to be returned with a cheque - PAYABLE TO SCARNING VILLAGE HALL or payment can be made by BACS, details below:-

**Cheques to - Mr N Hartley
Oakleigh House,
Trust Shipdham Lane,
Scarning,
NR19 2LB.**

**BACS Payments –
Scarning VH and Estate
Barclays Bank 20-28-20
Account Number 80785660**