

SCARNING VILLAGE HALL

Application to Hire the Hall

Hirer's information

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Postcode.....**Telephone Number**.....

Email.....

Name of Organisation (if applicable)

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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 risk assessed by the hall hirer.

Date of Hiring

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

Time: From To including set up and clearing away.

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 use the Command hooks which have been provided to avoid damaging the walls.

Schedule of charges

Mon to Fri daytime - £7.50 per hour
Mon to Fri after 7pm - £10.00 per hour

Sat daytime - £10.00 per hour
Sat after 7pm- £12.50 per hour
Sun letting from 12.30pm onwards - £12.50 per hour

Bank holidays - £12.50 per hour

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 subject to no damage to the hall, contents and surrounds.

Fees for 2/3 days 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 subject to no damage to the hall, contents and surrounds.

Cancellation If you wish to cancel the booking before the date of the event and 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

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:

- Scarning Village Hall does not hold a licence to sell alcohol.
- All hazardous materials to be 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
- **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
- No children to be left unsupervised in the hall **AT ANY TIME**

and Safety Policy (located in Health and Safety file on shelves in front hall)

- Contacts: Chairman – Alan Glister – 07780924017
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,
Shipdham Lane,

NR19 2LB.**

**Scarning VH and Estate Trust
Barclays Bank 20-28-20
Account Number 80785660**