

**BARTESTREE VILLAGE HALL BOOKING FORM**

Name of Organisation			
Contact Name			
Full Address with postcode			
Telephone Numbers	Day	Evening	Mobile
E-mail address			
Rooms required *	Hall / Committee Room / Hall & Committee Room		
Numbers attending event		Date	
Time (Inc Set up) From To	Purpose of event		
Kitchen (Use of Ovens Additional charge of £15) * Light refreshments * Pre-cooked meals * Cookery	Please give details		
Items Required (Approx Numbers) Tables Chairs Crockery Others	Please give details		
Name and addressess of stewards			
1 _____			
2 _____			
3 _____			
Emergency Contact	Name	Tel no:	

\* Please delete as necessary

**Licensing Act 2003**

In line with the Licensing Act 2003 if **ANY** alcohol is to be consumed on the premises the hirer **MUST** contact Sean Harrison , licensee of the Village Hall & Brewers Arms, Hereford. Please ring Sean to arrange the bar (01432 851080 or mobile 07966 258926 harrisonmarquees@aol.com). NO alcohol is to be privately provided.

***This is a mandatory requirement of the Booking if alcohol is served***

**BOOKINGS ARE ONLY DEEMED CONFIRMED UPON RECEIPT OF A COMPLETED BOOKING FORM**

**I AGREE TO ABIDE BY THE CONDITIONS OF HIRE AND THE HEALTH & SAFETY INSTRUCTIONS**

**Signed:**

**Date :**

Please return completed form to : Booking Clerk, 10 Hollylea Close, Bartestree, Hereford HR1 4DN  
Telephone No : 07971 005367

**Please make cheques payable to BARTESTREE VILLAGE HALL**

**FOR OFFICIAL USE ONLY**

No OF HOURS	SUMMER / WINTER	WINTER CHARGE £	
HIRE CHARGE £	OTHER CHARGE £		TOTAL CHARGE £
DEPOSIT £	Date Paid	How Paid	Date returned
LOCAL / OUTSIDE	Inv No	Date Paid	How Paid
CONDITIONS OF HIRE ISSUED	YES / NO	HEALTH & SAFETY INSTRUCTIONS ISSUED Y / N	
NOTES / COMMENTS			

# **BARTESTREE VILLAGE HALL**

## **HEALTH AND SAFETY INSTRUCTIONS**

1. Access through the entrance hall to the main hall and committee room must be kept clear at all times. All internal and external doors must be kept free of obstruction at all times.
2. Ensure that all hobs and ovens are switched off immediately after use. Do not leave the kitchen unsupervised while any appliance is in use.
3. Children must be strictly supervised at all times.
4. No smoking is allowed on any part of the premises at any time.
5. In the event of any incident or disturbance or matter affecting the security of the hall or its users, please call the police. In an emergency call 999, for non-emergency dial 111.
6. Ensure that no vehicles are parked on any car park areas that are hatched in yellow or on any grassed area.
7. The Fire alarm is situated in the passageway beyond the Ladies and Gentlemen's lavatories adjacent to the disabled toilet. If the fire alarm does sound, please follow the under mentioned procedure :
  - a) Ascertain from the fire alarm panel in which zone that there may be a fire.  
Zone 1 is the Entrance Hall, Committee Room, Kitchen and Toilets.  
Zone 2 is the Roof, Main Hall and Changing Rooms.
  - b) Evacuate the premises starting with the relevant zone in which there is a fire risk.
  - c) Dial 999 and report the fire at Bartestree Village Hall, Bartestree. HR1 4BY
  - d) If it is safe to do so, tackle the fire with the extinguishers provided. There are six extinguishers which are situated as follows :  
Entrance Hall - 1 Powder Extinguisher.  
Main Hall - 2 Water Extinguishers.  
Committee Room - 1 Water Extinguisher.  
Kitchen - 1 Powder Extinguisher  
Changing Rooms Hallway - 1 Powder Extinguisher
  - e) If it is safe to do so, tackle a fire in the kitchen, on the hobs with the Fire Blanket, which is mounted on the kitchen wall. If able to do so, switch off all kitchen appliances.
  - f) If the alarm proves to be false, silence the sounder by following the instructions on the alarm using the code marked on the alarm panel. The code is 4415.
8. In the event of a fire, there are three Assembly Points :  
Point A is on the car park at the front of the hall adjacent to the cricket field.  
Point B is on the car park at the front of the hall adjacent to the football pitch where the entrance road joins the car park.  
Point C is on the car park at the far end to the left of the building as it is approached.  
  
Point A should be used by the occupants of the Main Hall  
Point B should be used by the occupants of the Committee Room.  
Point C should be used by the occupants of the Changing Rooms.
9. If any of the above instructions are not clear, please seek advice from the Booking Clerk or any committee member prior to your booking.

### **Note**

Powder extinguishers may be used to tackle all kinds of fire. Water extinguishers should be used for paper, wood, textiles and fabric fires only. Do not use water extinguishers to tackle electrical fires.

**For your own comfort and safety.  
PLEASE RETAIN THESE INSTRUCTIONS**

Registered Charity No 520933

# **BARTESTREE VILLAGE HALL**

## **CONDITIONS OF HIRE**

1. All sections of the Booking Form must be fully completed.
2. A deposit must be paid on booking, which may be partially or fully forfeit if there is any damage to the premises or surrounding areas. The Committee reserves the right to charge in full for the repair of any such damage.
3. Hire charges must be paid in full prior to the event. Payment must be made at least seven days prior to the event (or on booking if booking is less than seven days before the event) unless otherwise arranged in advance.
4. **All events shall cease by 12 midnight, with all users out of the premises by 12.30 am.**
5. No more than 250 persons shall be allowed on the premises, and this number shall include all organisers, committee members, stewards, staff, entertainers and guests etc.
6. The volume of any music or amplified sound shall be kept at a reasonable level to avoid disturbance to neighbours and shall be reduced on request by any committee member.
7. The Committee reserves the right to refuse any bookings or to vary any conditions, whether express or implied, at its discretion.
8. There shall be **NO SMOKING** anywhere on the premises.
9. Three stewards are to be appointed for all events and they must ensure that all Conditions of Hire and Health and Safety Instructions are strictly followed.
10. Following the introduction of the new licensing laws, If **ANY** alcohol is to be consumed on the premises the hirer **MUST** contact Sean Harrison, licensee of the Village Hall & Brewers Arms, Hereford to arrange this. Please ring Sean to arrange the bar (01432 851080 or mobile 07966 258926). No alcohol is to be privately provided. This is a mandatory requirement of the Booking if alcohol is served.
11. The premises shall be left in a clean and tidy condition and all chairs and tables returned to their storage cupboards. For health and safety reasons please ensure that chairs are not over stacked. **All rubbish is to be removed from the premises, unless previously agreed with the Booking Clerk. ANY rubbish left without prior arrangement will incur a £10 fee to be deducted from any deposit paid**
12. On leaving the premises, all lights must be switched off and all outside doors firmly closed and locked. The keys must be returned to the Booking Clerk as instructed. If you find you have taken items home by mistake (tea towels, kitchen) please return to the hall asap.
13. All vehicles are parked at owners risk.
14. No part of any grassed area forms part of the Village Hall, but is under the jurisdiction of Bartestree and Lugwardine Playing Fields Association. Therefore if any hirer of the hall wishes to also use any of the grassed area a separate application must be made to Bartestree and Lugwardine Playing Fields Association.
15. On entering and leaving the premises all vehicles must observe the speed limit of 10mph. If you are the last user the padlock on the gate must be locked.
16. Please enter and leave the premises as quietly as possible, particularly when leaving late at night to respect local residents.
17. The committee very much hopes that you enjoy hiring the hall and will book again. If you have any suggestions or complaints, please inform the Booking Clerk or any Committee member.
18. If you cancel your booking at short notice, the committee reserves the right to charge in part or in full if the hall is not relet. The definition of short notice shall be at the discretion of the committee who shall take full account of the reasons for the cancellation.

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