

Booking Form – Little Stoke Community Building - 01454 865202

Reason for Hire		
<i>For Office Use</i>		
Door Code/Token No Collected (to collected 7 days prior to event) Yes / No	Payment (office use) Invoice sent Y/N Invoice No. Paid - Cheq/Cash/BAC ()	Notes

Frequency	Time		Hall required	
	Start	End		
One off			Kingfisher (full hall)	
Weekly			Owl (meeting room)	
Monthly			Dove (half hall - back)	
Other			Wren (half hall - front)	

Cancellations - Unless 48hrs notice is given you will be charged the full booking fee.

Dates Booked / Required	
Name of Hirer / Primary Contact	
Name Organisation (if applicable)	
Postal Address	
Post code	
Tel Contact No.	
Mobile	
Email Address	

Hiring beyond 9.30pm is not permitted (unless council authorisation has been granted). An additional fee of £36 will be added to any booking beyond 9.30pm.

I accept responsibility for ensuring total compliance with the Little Stoke Community Hall Conditions of Hire, Premises Licence and evacuation procedures – a copy of which I will retain.

Hirer Signature		Date
Office Signature		Date

Form and Cheque to be returned to:-

Stoke Gifford Parish Council, Community Hall, Little Stoke Lane, Little Stoke, BS34 6HR

Cheque to be made payable to *Stoke Gifford Parish Council*

BACS Stoke Gifford Parish Council A/C 61002254 Sort Code 089002

For the sum of £ _____

A copy of insurance form (public liability) to be provided where applicable. Attached Yes / No

Little Stoke Community Hall

Conditions of Hire

- Smoking in the building or immediately outside it, is forbidden. The use of any fire/smoke products are not to be used or ignited in the venue ie birthday cake candles, Disco smoke machines, food heating burners etc – if the fire alarm is activated, you will be fined £50.00. The fire brigade will be summoned automatically via the security alarm system. In the event of an emergency please call 999.
- The building is equipped with smoke alarms which must not be covered over or tampered with.
- CCTV is in operation on the premises
- You, as hirer, are requested to undertake a risk assessment with the clerk with regard to all the activities of your 'members' whilst in the building.
- Do not stick or attach anything to walls.
- Late bookings - Council authorisation will need to be granted for bookings beyond 9.30pm. An extra charge of £36 to close the building & carpark will be applied to booking beyond 9.30pm. The premises license only allows the building to be used until midnight, and for music and dancing 11.30pm Mon – Saturday, and 11pm on Sunday.
- A (delegated) physically capable person over 21 years shall be on the premises at all times when the event is in progress.
- At least two competent attendants must be familiar with the position and use of fire equipment and evacuation procedures. They must also know who is in the building at all times.
- The person hiring the room (s) must keep a register of persons attending. The hirer is responsible for all persons in the building, invited or not.
- No entertainment which is obscene to public decency, or likely to excite a breach of the peace, shall be permitted. Complaints about noise from adjacent residents are liable to cause the event to be closed – or an equivalent fine.
- Users of Disco's and Bouncy castles and other electrical equipment must see the equipment's PAT certificate/insurance documentation.
- Lasers may not be used without permission of the Licensing Authority (South Gloucestershire Council)
- In the event of a power failure, please contact the Caretaker (tel number on front door)
- A First Aid Kit and an Accident Book are located in the kitchen. Please ensure all accidents are recorded

EVACUATION OF LITTLE STOKE COMMUNITY BUILDING

In the event of a fire, or other event likely to put people in the building at risk, the person who hires the hall has the responsibility to ensure safe evacuation of all those in the building. There are 4 fire exits from the main hall, which must be kept clear at all times. Please ensure you are familiar with their location on arrival. The fire Brigade must be summoned to any outbreaks of fire, however slight.

People should leave the venue by the nearest exit or that furthest away from the source of a fire.

The Fire Assembly point is adjacent to the nearest end of the changing rooms.

Do not wedge open fire doors. The front (main door) to the building is also a Fire Exit. Unless prevented from doing so, those nearest to it should use it.

INSURANCE

The Council has a public Liability Insurance Policy for all Hiring's where the organisation does not already have its own. The cost of this is included within the Hiring charge.

PREMISES LICENCE.

Stoke Gifford Parish Council holds a Premises License. This restricts the number of persons to 150, and stipulates the times at which events must cease (see over). It also requires an electrical safety check, enough fire appliances and approval from the police. Licensing act 2003

I, Steve Shield, being the holder of the Public Entertainment Licence in respect of Little Stoke Community Hall, am satisfied that the hirer is capable of ensuring compliance with all licence conditions.

He/she has been fully instructed in the evacuation procedures and understands the responsibilities placed upon him,/her by the licence conditions.

To Note

Parties are expected to clear up, close windows, switch off all lights, and leave the building as you found it.

Cancellations (unless 48 hours' notice is given) will be charged the full fee.

Please retain page 2 and 3 for information/reference