

## Stoneleigh Village Hall Hire Agreement

**See page 2 for Hire Charges with effect from 1<sup>st</sup> September 2022**

The agreement is made on \_\_\_\_\_ (date) between the Trustees of Stoneleigh Village Hall and Hirer (3) named below.

In return for the Hiring Fee mentioned below, the Trustees permit the Hirer to use the hall for the purpose (6) and the period (1) specified.

1(a)	Hire day and date.	Day:	Date:
1(b)	Time required. (To include setting up time and packing up time).	From: (e.g. 1400 hrs)	To: (e.g. 17.00 hrs)
2	Village Hall Representative.	Name: Joe Ball Address: 2, Swedish Houses, Birmingham Road, Stoneleigh, Warks. CV8 3DD Telephone No: 02476 411315	
3	Hirer.	Name:  Email:  Address:  Postcode: Telephone Number:  Mobile Number:  Organisation Represented: (if applicable)	
4	Hire Fee.	Hire Charge:           £  Plus                       £50 deposit  Total                     £ (Balance due prior to the event) Trustees of Stoneleigh Village Hall and Playing Fields <b>BACS 30 94 93   01247754</b>	Projector Hire Fee: £15.00/Session For Villager rate see page 2.  Plus deposit : £25.00. Total:
The deposit(s) will be returned within a period of FOURTEEN days provided that no damage or loss has been caused to the premises or contents and no additional cleaning charges have been incurred.  Cancellation: The deposit will be retained if a booking is cancelled within 10 days of the event.			
5	Premises required.	Entire Hall: Yes/No  Part of Hall: (please specify eg: main hall, meeting room, kitchen.)	
6	Purpose of Hire.	(eg Children's party, fashion show, birthday party, etc)	

7	Maximum numbers Of persons attending.	(see Terms of Hire for maximums allowed)	
8	Number of cars.	(Please note that there is an absolute limit of 41 cars permitted including the spaces behind the changing rooms)	
9	Will the event require music?	Yes/No (If yes please give details eg. disco, live band)	
10	Will alcohol be provided?	Yes/No	Hirers are not permitted to <b>sell</b> alcohol while on the premises.
The Hirer agrees that they will be present during the whole period of the hire and have read and will comply with the Conditions of Hire for the time being in force. The Booking conditions both Ordinary and Special constitute an explicit part of the Hiring Agreement.			
11	Signed on behalf of Stoneleigh Village Hall and Playing Fields Trustees:		
12	Signed by the Hirer as listed in (3) above:		

If this form is being completed at the start of a succession of bookings for the same purpose please sign that you agree to all the terms of booking for each period of hiring.

Name:

Signature:

**All Hirers must provide their own Hirer Risk Assessment for the period of the hire at least one week before it begins.** (Edited 27.9.21 form 5 (c) village hall.odt).

### **Village Hall Hire Rates with Effect From 1<sup>st</sup> September 2022:-**

#### **Villager's Hire Rates.**

Main Hall including use of Loop/PA system £11.00/hour.

Meeting Room £8.00/hour.

Use of kitchen for cooking food £20.00 per hire. Useage for making hot drinks only is free.

#### **Non Villager's Hire Rates.**

Main Hall including use of Loop/PA system £20.00/hour.

Meeting Room £10.00/hour.

Use of kitchen for cooking/heating food £20.00 per hire. Useage for making hot drinks only is free.

All hirers can benefit from a 10% discount for successional bookings of six or more for the same purpose in a twelve month period.

The projector and screen is available for use in the main Hall and can be hired at a charge of £15.00/session for non Villagers and £12.00/session for Villagers.

For all day hire charges and general queries please speak to Joe Ball on 02476 411315.

**PLEASE HELP US KEEP THIS HALL COVID-19 VIRUS FREE.**

**Following a review of the original Covid-19 Risk Assessment and having regard to the Government's current Guidance and Regulations the following simple points will help to maintain safety for those attending the Hall and the Staff and Volunteers who maintain it.**

**This does not remove the need for a Hirer's Risk Assessment to be submitted for approval to the Administrator, Joe Ball, no later than one week before the date of hire.**

1. Do not enter the Hall if you or anyone in your household has Covid-19 symptoms.
2. Use the Q Code to record your attendance at the Hall and/or ensure you register your attendance with the Hirer/Event Organiser.
3. Numbers of persons attending an event in the Hall are limited to **40** unless the Trustees agree to an increase in that number.
4. Wear a face mask in toilets, kitchen and corridors and in other areas also where you believe it necessary to keep **others** safe.
5. Use the hand sanitisers provided in the entrance hall and meeting room.
6. Cough/sneeze into tissue and bin it. Sanitise or wash hands often.
7. Hirer must clean before and after the event all door handles (including to cupboards, fridge etc), and tables, chairs, toilets, wash hand basins/taps, ovens etc, electric switches used/likely to be used.
8. After cleaning the Organiser/Hirer must complete the **Hirers Cleaning Log** kept in the entrance hall.
9. Avoid socialising in corridors.
10. Comply with toilet signage on doors.
11. Comply with kitchen signage on door.
12. Switch on ventilation in main Hall (switch located on left hand side of stage).
13. **Maintain good ventilation** – very important - throughout the areas being used (including kitchen and toilets) by opening windows and doors sufficient to prevent areas of stagnant air.
14. All cleaning tissues must be disposed of hygienically in the waste bin provided at the front of the Hall.
15. If a person falls ill they should be isolated in the Meeting Room (if occupied by another Group they will vacate as per Covid-19 requirements in the Hall's Condition of Hire) until transport arrives. The First Aid Box is in the kitchen (left hand side by entrance door). Any Covid-19 waste items to be sealed in a plastic bag and put in waste bin outside at the front of the Hall. Administrator to be advised of incident as soon as possible.

**Please spare a thought** for our Administrator, our Cleaner and our Volunteers who will enter the building after you have vacated it.

**Thankyou for your cooperation.**