

**Newnham Armoury Village Hall Hire Agreement
BOOKING FORM**

Part 1

TO BE SUBMITTED WITH YOUR PAYMENT TO THE ARMOURY VILLAGE HALL TREASURER

1. The Hirer

Name of organisation or individual	<input style="width: 400px; height: 30px;" type="text"/>
Name of event	<input style="width: 400px; height: 45px;" type="text"/>
Authorised representative	<input style="width: 400px; height: 30px;" type="text"/>
Address	<input style="width: 400px; height: 110px;" type="text"/>
Contact phone number	<input style="width: 400px; height: 30px;" type="text"/>
Contact email	<input style="width: 400px; height: 30px;" type="text"/>

2. Hirer's requirements

Hall upstairs	<input style="width: 80px; height: 30px;" type="checkbox"/>	Use of kitchen	<input style="width: 80px; height: 30px;" type="checkbox"/>
Hall downstairs	<input style="width: 80px; height: 30px;" type="checkbox"/>	Permission to sell alcohol	<input style="width: 80px; height: 30px;" type="checkbox"/>

Date & times required

3. Hire Fee*

Per hour	<input style="width: 80px; height: 30px;" type="text"/>	Sale of alcohol	<input style="width: 80px; height: 30px;" type="text"/>	Per session	<input style="width: 80px; height: 30px;" type="text"/>
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* The current rates of hire are displayed in the entrance hall (rates at the time of printing - October 22, 2019 are for your convenience attached below - any revised rate agreed by the management committee will supersede those attached below).

*I have been given and accept the Standard Conditions of Hire listed in Part 2 of this Agreement
Signature of authorised representative named in clause 1 above:-*

Signature Date

The Armoury Village Hall Management Committee accepts this booking on payment of the hire fee.

Hire fee: Yes/No Paid With thanks

Please make a copy of this page of the form and submit it with your payment to The Treasurer.
Payment methods are shown below. A receipt can be provided on request.

Newnham Armoury Village Hall Hire Agreement

Charity No. 269054

Part 2

TO BE RETAINED BY THE RESPONSIBLE INDIVIDUAL NAMED IN PART 1

Newnham Armoury Village Hall contacts:

Matthew Barnes (chairman): tel (01594) 825250
Mike Leighton (treasurer): tel (01594) 516750
Mike Penny (bookings): tel (01594) 516207

email taliesin@uk2.net
email michael7787@btinternet.com
email themikepenny@gmail.com

The Armoury Village Hall Management Committee agrees to allow the Hirer to use the premises for the period(s) described in Part 1, clause 2. *Please write a description on the dotted line below.*

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Hire fee paid: Yes/No

Name: Signed: Date:

Authorised representative of Newnham Armoury Village Hall Committee

A. Standard Conditions of Hire

For the purposes of these conditions, the term Hirer means an individual hirer or the authorised representative of an organisation. The term Committee means Newnham Armoury Village Hall Management Committee.

1. This Hiring Agreement constitutes permission only to use the premises as described in Part 1 and confers no tenancy or other right of occupation on the Hirer. The Hirer shall not sub-hire or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything which may render invalid any insurance policies in respect thereof.

2. The Hirer will be present during the agreed hire period.

3. The Armoury Village Hall has a Premises Licence permitting live or recorded music to be played, dancing and theatrical performance.

Under the terms of the Premises Licence, all events must finish by midnight.

4. No alcohol shall be sold without prior agreement and written permission from the Committee.

5. If the Hirer wishes to cancel the booking before the date of the event and a replacement booking cannot be found, the question of the payment or the repayment of the fee shall be at the discretion of the Committee. If the premises become unfit for the use intended by the Hirer by reason of flood, fire or other unforeseen circumstances the Hirer shall be entitled to a refund of any deposit already paid, but the Committee shall not be liable to the Hirer for any resulting direct or indirect loss or damages.

6. The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act (1989).

7. If the hall kitchen is booked, hot water, crockery and cutlery are available free of charge. But (because items in stock disappear) hirers should provide their own tea towels, rubbish bags and washing up liquid.

8. The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, and safety from damage, however slight; and the behaviour of all persons using the premises, including proper supervision of car parking arrangements.

9. The Hirer will ensure that no vehicle shall be parked outside the frontage of the hall. Stopping for the purposes of loading and unloading is allowed for the briefest period, and the vehicle(s) must then be removed from the approaches.

10. The Hirer will ensure that the minimum of noise is made on arrival and departure, and that those attending the session do not interrupt the activities of other hirers completing their hire or using other parts of the hall.

11. All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit. Users must not congregate on or otherwise use the fire escape other than in an emergency unless authorised by the Committee.

12. The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.

13. The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises.

14. The Hirer shall indemnify the Committee for the cost of repair of any damage (including accidental damage) done to any part of the property or the contents, fixtures and fittings of the building which may occur during the period of the hiring as a result of the hiring.

15. The First Aid box is kept in the kitchen above the microwave oven. Under government legislation (RIDDOR) all accidents involving injury must be recorded in the hall's accident book (which is kept on the kitchen window sill). The Hirer should also report any accidents to the chairman of the Committee (01594 516361), as by investigating them solutions may be found to prevent further accidents.

16. In case of fire: there are fire exits from the upstairs and downstairs halls as well as the main door. The fire extinguishers are sited in the lobby and downstairs hall (aqua spray), in the kitchen (CO₂, for flammable liquid and electrical fires, and fire blanket), and upstairs (water, and foam for solid and flammable liquid fires). But, unless the risk is minimal, usher everyone outside and ensure that the Fire Brigade has been called. The assembly point is on the corner outside Red Lion House.

17. At the end of the session the Hirer shall be responsible for leaving the premises in a clean and tidy condition, all WCs checked for their acceptable use by subsequent hirers, kitchen appliances switched off at the wall, any contents temporarily removed from their usual positions properly replaced, **RUBBISH TAKEN HOME**, properly locked and secured, and the key returned to Newnham Post Office. The Committee accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring.

B. Sale of alcohol

The Hirer (individual or authorised representative) of Newnham Armoury Village Hall for the event specified in Part 1 of this Agreement is also responsible for compliance with the law during the event in the hall in relation to the sale of alcohol. The following are offences under the Licensing Act 2003:

1. The sale or supply of alcohol to children under 18 years of age. Ignorance is no defence – ask for ID!
2. Allowing the sale of alcohol to children under 18.
3. Knowingly allowing the consumption of alcohol on the premises by a person aged under 18.
4. Allowing disorderly behaviour on the premises.
5. The sale of alcohol to a person who is drunk.
6. Obtaining alcohol for a person who is drunk.

Failure to comply with this legislation could result in the prosecution of the Hirer and the Armoury Management Committee!

Armoury Village Hall General Booking information

Contact:- Mike Penny Email:- armouryhall@gmail.com
Web site:- <https://newnhamonsevern.co.uk/living/groups/the-armoury-village-hall/>

Booking

All bookings both provisional and current are displayed on our website calendar - Please check first

Hire Rates (All current agreed rates are displayed in the entrance hallway & may supered these)

The rates for the halls upstairs and downstairs, for day time, evenings or weekends are all the same. The minimum hire period for bookings ending after 7pm is one and a half hours.

Hirer type	Hourly rate
Non-commercial Newnham based group	£7
Any other group	£9
Children's party	£7
Local resident's private party	£12
Non-resident's private party	£15
Sale of alcohol	£3

Use of the kitchen, where appropriate, is included in the hire charge. Hot water is from an under sink electric heater and should only be switched on as required and switched off at the end of your session.

The Armoury Village Hall has an alcohol licence, so the purchase of a Temporary Event Notice from the Forest of Dean District Council for the sale of alcohol is unnecessary, but a fee of £3 per hour will be charged to offset the cost of the licence.

Key

A key will be made available. Hirers will be notified how to collect and return the key.

Room information and sizes

Upper Hall	13.7 (45 feet) x 8 (26 feet) metres, area 100 sq.m (1076 sq.ft.). Seating capacity about 90. 63 chairs.
Lower Hall & Library	8.44 (27.6 feet) x 8 (26 feet) metres, area 68 sq.m (730 sq.ft.). Seating capacity about 47. 47 chairs.
Kitchen	Serving hatch, washing up sink, warming oven, electric cooker, hot water urn, kettles. Some crockery, glassware and cutlery is also available, but please check what you need beforehand.

Male, female & disabled toilets on the ground floor. There is a stair lift to first floor

Contact details

Postal address:-
Armoury Village Hall
Dean Road
Newnham on Severn
Gloucestershire
GL14 1AB

The Treasurer:-
Mike Leighton
% Camerons Butchers
Dean Road
Newnham on Severn
GL14 1AB

Payments

Cheques made out to Newnham Armoury Hall

BACS Newnham Armoury Hall
Lloyds Lydney Branch
Sort Code 30-95-29
Account No. 01614716

Charity No. 269054