

**Occasional Hirers Booking Form and Conditions of Hire
St Andrew's Church Hall, Havant Road, Farlington, PO6 1AA**

The User (to be completed by applicant)

PLEASE COMPLETE AND RETURN TO ANN HOWELLS at the address below along with payment

Name of Group/Person.....

Intended Use.....

Contact Details (Name, address, e-mail and telephone number¹)

Name.....

Address.....

.....

Email..... Telephone:.....

Date of Hire..... From..... am/pm to..... am/pm
(period required to include time needed to set up and to clear/tidy up after use)

Full payment to be made on return of the booking form, by cheque, made payable to
Farlington PCC No 2 Account

Payment included – Yes/No..... £..... cash/cheque

Date of Hire..... From..... am/pm, to..... am

Cost of Hire £.....

- a. I accept the terms and conditions of use for the Hall.
- b. Payment for the hall hire is attached to this form
- c. Cheques should be made payable to Farlington PCC Nos 2 Account

I hereby sign as having read and understood the above.

Hirer Signature.....

Hirer Name (Print in capitals).....

Date.....

Please keep the conditions of hire and return this form to:

**Mrs Ann Howells
26 Lower Farlington Road
Farlington, Portsmouth
PO6 1JH**

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Conditions of Use

Please keep this part as a reminder of what is required of you as a hall hirer:

IMPORTANT NOTICES

PLEASE LEAVE HALL CLEAN AND TIDY

**BROOMS, BRUSHES AND DUSTPANS, PLUS VACUUM CLEANER
ARE AVAILABLE FOR YOU TO USE AT THE END OF YOUR HIRE.
THESE ARE LOCATED IN THE CUPBOARD WHICH IS POSITIONED IN THE DISABILITY
ACCESS TOILET – (FACING THE MAIN ENTRANCE DOOR)**

RUBBISH

PLEASE TAKE YOUR RUBBISH HOME WITH YOU

**The Council do not take our rubbish away – so it is your responsibility
IF YOU LEAVE ANY RUBBISH BAGS OUTSIDE OF THE HALL
THE FOXES WILL TEAR THE BAGS OPEN & SPREAD YOUR WASTE ALL OVER THE CAR PARK
OR GARDEN OF REMEMBRANCE**

**PLEASE - HAVE CONSIDERATION FOR THE NEXT HIRER WHO HAS TO CLEAR THIS UP
SPARE BLACK BAGS ARE AVAILABLE IN A KITCHEN CUPBOARD ON THE WEST WALL
THANK YOU FOR YOUR CO-OPERATION**

Please leave the kitchen clean and tidy for the next hirer.

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I, as the hall user, agree to treat the hall with respect and ensure that our activities do not disturb the neighbours. In so doing I agree to abide by the following conditions of use:

- a. I will ensure the hall, including toilets and store areas, are tidied and left clean;
 - b. I will ensure that All equipment used (tables, chairs) is returned clean to where they were taken;
 - c. I will ensure the kitchen is left clean with cooker and urn switched off and crockery/cutlery/cooking utensils etc returned to their correct place;
 - d. I will ensure the cooker, lights and sink/basin taps are turned off at the end of the session/activity;
 - e. I will ensure that all rubbish is taken away from the premises;
 - f. I will ensure at the end of the activity all windows are closed and doors locked;
 - g. I undertake not to alter the controls on the heating boiler
 - h. I will endeavour to organize the event to avoid damage to the infrastructure or contents of the building. If any damage occurs this is to be reported as soon as possible to the hall manager/hall bookings clerk;
 - i. I will undertake not to stick any posters, decorations to the walls that will cause damage to the painted areas.
 - j. I understand alcohol cannot be sold on the premises unless a temporary event licence has been applied for, received by the hall user and a copy provided for the Hall Manager
 - k. I will ensure smoking is not allowed in any part of the building
 - l. If music is to be played or performed for an event for which tickets have been sold then I will ensure a temporary event licence will have been applied for and received by the hall user and a copy provided for the Hall Manager;
 - m. I will ensure cars are parked to allow the emergency services to gain access. I note the car park may be available and hall users are welcome to use it but its use is not guaranteed as part of the hiring. Cars are also parked at owners risk; the Parish of Farlington is not liable for any damage or theft to them whilst the hall is being used;
 - n. I will ensure live bands and all other musical activities cease by 11:45pm at the latest;
 - o. I will record accidents in the accident book.
 - p. I, also, agree that I am liable for any damage caused or any additional deep cleaning required after use of the hall.
 - q. I WILL RETURN THE KEY TO THE HALL MANAGER AT THE END OF THE HIRE or I will be responsible for the cost of a replacement (£50).
 - r. PLEASE NOTE: The Hampshire Fire Brigade has stated that the maximum number the hall can accommodate is 100.
4. I confirm that I have been briefed on the use of the following equipment:
- a. Kitchen equipment – cooker, fridge and sink;
 - b. Lighting switches;
 - c. First aid kit (located in the kitchen);
 - d. Accident book (located in the kitchen).
5. I acknowledge that I have read and understood the fire and emergency procedures attached and will ensure that all personnel under my charge are briefed on them.

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Fire Procedures

Fire Prevention. In order to prevent a fire from occurring I am aware of the following measures which are to be implemented and adhered to:

- a. The hatch between the kitchen and the hall should always be left open (this is to enable anyone in the kitchen to hear a shout of "Fire" from elsewhere in the hall. The hatch shuts automatically if a fire gets anywhere near to this.
- b. Combustible materials are not to be left outside the building, thereby, being accessible to potential arsonists.
- c. The no smoking policy is to be adhered to at all times.
- d. If hirer requires the use of electrical equipment for our planned activities not belonging to the hall these must have a valid Portable Appliance Test sticker.

Escape Routes. There are two escape routes from the hall:

- a. Main entrance doors to the hall; and
- b. Door at west end of the hall

The most appropriate exit should be used in the case of a fire. At all times these exits must be kept clear.

Fire Extinguishers. Fire extinguishers are available at strategic points within the building. (In the event of a fire, occupants should only use the fire extinguishers if they are confident and have been trained to do so. Occupants must not put themselves or others at risk if they attempt to fight the fire. The extinguishers are for use on small fires only; such as in a waste paper bin. If the fire has not been extinguished after the fire extinguisher is empty the fire is to be left alone, the alarm sounded, building evacuated and Fire service contacted by using 999.)

Emergency Evacuation Procedures. When becoming aware of a fire I undertake to ensure:

- a. The leader of the activity/party etc is to quickly and calmly direct people to the nearest exit.
- b. Personal belongings should not be collected.
- c. Leaders of the hall activity group are to check that all rooms and toilets are empty.
- d. All personnel are to congregate at the fire assembly point, which is in the car park to the front of the hall.
- e. Leaders of the activity group(s) using the hall are responsible for checking that all their people are present.
- f. The leader of the activity group using the hall is responsible for contacting the fire brigade.

Procedures in the Event of an Accident

10. If a person using the hall has an accident I undertake to:

- a. Use the first aid kit to administer first aid;
- b. If the injury cannot be treated by first aid then assistance is to be sought by telephoning 999 and requesting an ambulance.
- c. After the incident the accident book is to be completed. If the injured person has not been taken to hospital they are to co-sign the incident entry.
- d. Inform the hall manager of the incident