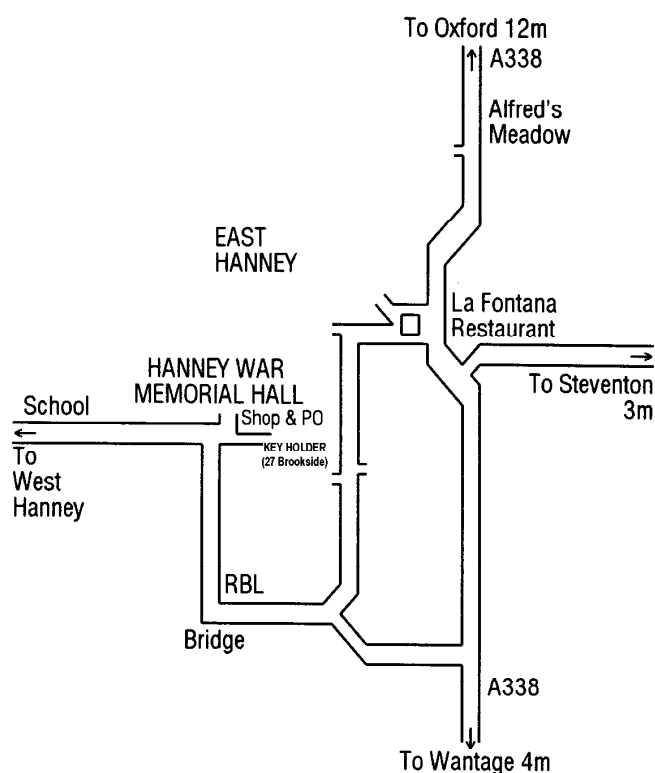


Hanney War Memorial Hall

Brookside, East Hanney, Wantage, Oxfordshire OX12 0JL



DETAILS and CONDITIONS OF HIRE

Telephones

Payphone in the Hall:	01235 868482
Key Holder:	Maureen Brennan, 27 Brookside, 01235 868701
Caretaker:	Caroline Emanuel, 07968 651550
Bookings Secretary:	Mr Angus Clark, 01235 867480
Crockery and Cutlery Hire:	Mrs Daisy Cassie, 01235 868654
Emergency fire, police or ambulance:	999
Non-emergency police:	08458 505505

HANNEY WAR MEMORIAL HALL

D E T A I L S a n d C O N D I T I O N S O F H I R E

What You Can Book

The Hall has three main rooms, from which you can book:

- a) the Main Hall alone
- b) the Main Hall, together with the use of the Bar in the Olde Hanney Room
- c) the Olde Hanney Room alone
- d) the Olde Hanney Room with the use of the Bar
- e) the Committee Room
- f) the Sports Changing Rooms and Showers.

If other combinations are required (e.g. Main Hall and Olde Hanney Room without use of Bar) please discuss with the Bookings Secretary. The Olde Hanney Room cannot be booked on its own more than 3 months in advance for Friday evenings, Saturday afternoons or Saturday evenings.

The Committee reserves the right to refuse any application, or to refuse admission to any individual, or the right by notice to the Hirer to cancel the booking at any time, without assigning any reason, and shall in so doing return to the Hirer any monies paid, but the Committee shall not in such circumstances be under any liability to the Hirer for any loss or damage sustained arising out of such cancellations.

Activities

The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated.

Between 9.00am and midnight, Monday to Sunday:

- the performance of plays
- indoor sporting events
- boxing or wrestling entertainment
- the performance of live music
- the playing of recorded music
- the performance of dance
- making music
- dancing.

Also, between 11.00am and 11.00pm Monday to Saturday, and 12noon to 10.30pm Sunday:

- the sale of alcohol for consumption on and off the premises.

Special times apply at Easter, Christmas and the New Year.

The premises are available at all times.

- If you wish alcohol to be taken or sold in the Hall, you will need to seek written permission from the management committee in order for a bar to be provided by or arranged with the Village Hall's Designated Premises Supervisor or for a Temporary Event Notice to be given for the event.
- The management committee will require you to complete a separate form detailing your requirements.
- Where a licensable event is to be held for which the premises, or that part of the premises, are not licensed the hirer shall be responsible for obtaining such authorisation as may be needed.
- The hall has a licence with the Performing Rights Society for the performance of copyright music.
- In order to hold a licensable activity not covered by the Hall's Premises Licence, such as an extension to the licensing hours, a Temporary Event Notice (TEN) will need to be given to the licensing authority.

The Hirer must obtain the written consent of the management committee on the form provided for this purpose before giving the licensing authority a TEN. Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENs which can be granted annually for any premises. Lack of co-operation could affect future fundraising by the hall management committee and local voluntary organisations. No extension beyond the hour of midnight will be accepted.

- It is hereby agreed that the Standard Conditions of Hire together with any Special Conditions of Hire shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Hall and the Hirer.
- None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

Licensed Premises

Hanney War Memorial Hall is licensed and has a bar which is the property of the Hall Committee. Users of the Hall are not permitted to bring alcoholic beverages for consumption on the premises, except on occasions such as a wedding reception where sparkling or other special wines might be required not normally held by the bar, when corkage will be charged. Our licence makes us responsible for compliance with the licensing laws on the premises and therefore we reserve the right to supply all alcoholic and non-alcoholic beverages or to make a corkage charge.

Booking the Bar

Please state on the booking form for what hours you require the bar. Any special arrangements, for example table service of wine, cheque payment of the bar bill, etc., should be agreed with the Bookings Secretary at the time of booking. The Committee will not approve any extension beyond midnight. When the bar is booked for a function the normal closing time of the bar on weekdays is 11.00pm and on Sundays is 10.30pm. The licensing department of the Vale of White Horse District Council may grant an extension to these normal licensing hours for 'special occasions'. If an extension is desired, at least six weeks notice is required for the application to the VoWHDC to be processed. The application must be accompanied by a letter of support from the hirer stating the type of function, hours required, and the age range and numbers of those attending. The Hall **must** be informed beforehand of the intention to ask for an extension.

18th Birthday Parties

18th birthday parties may be booked for Hanney residents only. The Committee will not approve an extension for such a party and require that a parent or guardian of the person whose 18th birthday is being celebrated attend the function and takes steps to ensure that no alcoholic liquor is bought by or for anyone aged under 18. If parents or guardians are not present the bar will close. In case of doubt, the bar staff may insist on proof of the age of anyone seeking to purchase alcoholic drinks or tobacco.

Security

The Hirer or a nominated responsible person shall be in charge of the function and be on the premises during the whole of the hiring period.

Where the number of people attending a function exceeds 25, the Hirer is responsible for ensuring that stewards are provided as follows:

Dances (Modern and Old Time) 1 steward for each 75 people
Dances (Discos) 1 steward for each 25 people
Seated audience 1 steward for up to 100 people and 2 for over 100.

The Hirer is responsible for ensuring that the number of persons attending a function does not exceed the following limits:

Main Hall 198 seating capacity
Olde Hanney Room 50 seating capacity
Committee Room 20 seating capacity
Maximum for whole Hall 250 persons.

The Hirer must make adequate arrangements to ensure that no unauthorized admission or readmission is allowed after 10.00pm.

Unwelcome Visitors

It is recommended that, once your function has started, all the Hall doors are fastened to prevent entry. The Hall telephone and toilets are for use by those hiring the Hall, not for use by the general public.

In the event of any disturbance, telephone the local police on 08458 505505 or in an emergency 999.

Safety Regulations

Nothing should be done which would endanger any users of the Hall, or the policies of the insurance relating to the Hall and its contents. In particular, the Hirer should note the following:

- a) No obstruction may be placed in the gangways or near emergency exits.
- b) The main hall exit signs must be switched on during all public entertainments.
- c) The Hall fire alarm produces a loud wailing sound in all areas. Hirers should read carefully and obey the instruction notices displayed throughout the building, and practise their own fire drill.
- d) Fire appliances must be kept in their proper places and used for no other purpose. Any damage caused by tampering with fire appliances will be charged for.
- e) No bicycles are permitted on the premises or in any area that can obstruct pedestrian access. There is a bicycle rack by the front door.
- f) In the event of power failure the trip switches are located in the caretaker's cupboard next to the men's toilet.
- g) The Hirer is responsible for undertaking a thorough examination of the premises prior to locking up to ensure that there are no smouldering cigarettes, matches or similar material and that any such waste material is placed in lidded metal receptacles. Also all doors and windows must then be securely fastened shut.

Property of the Hirer

All furniture, apparatus or appliances brought or sent to the Hall by the Hirer must be unloaded, placed in position and removed by the Hirer at such times as shall be agreed when booking and having regard to the engagements in the building.

The Committee shall not be liable to the Hirer in respect of any loss of damage to the Hirer's property.

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. Where a residual current circuit

breaker is provided the hirer **must** make use of it in the interests of public safety.

Public Liability Insurance

The Hall has insurance cover with Zurich Municipal which includes Public Liability and Hirers Liability for those groups using the Hall who do not have their own Public Liability cover. It excludes cover for events occurring outside the Hall premises, and does not include Public Liability cover for those groups who have their own Public Liability cover.

Groups using the Hall who believe that they have their own Public Liability cover should check with their own insurers that they are so covered.

Hirers without their own Public Liability cover need take no further action.

Damage, Breakages or Extra Cleaning

The Hirer shall be liable for any damage to any of the facilities or contents of the Hall and for any breakage or loss thereof. Deductions for the cost of damage, breakage or additional cleaning will be made from the deposit or billed to the Hirer after the function.

The Hirer is responsible for:

- a) the proper and orderly use of the Hall and its facilities
- b) ensuring any necessary licences have been obtained
- c) the observation of any licensing regulations or the legal requirements governing such use
- d) any additional insurance which may be deemed necessary due to the nature of the function
- e) ensuring that the rooms hired are clean and cleared within the period of time hired.

Smoking Policy

Smoking is not allowed anywhere in Hall,

Cleaning

The Committee's cleaning arrangements cover washing the floor and vacuuming the carpets once a day, usually in the morning. It is essential that those who use the Hall leave it ready for the caretaker and for those who want to use the hall before it is next cleaned.

Unless special arrangements have been made in advance with the caretaker, it is your responsibility, before the end of your booked hours, to wipe and stack the chairs and tables and clear away any decorations, flowers, confetti or litter which may have been brought in or dropped by you or your guests or those attending the function for which you booked. Please take your rubbish away with you.

Too often the accommodation has been left in a very untidy state which is unfair to the caretaker and to those who want to use the Hall next.

Brushes for sweeping and a dustpan and brush are in the kitchen.

Any preparations for or cleaning up after your function at the hall must be carried out within the period you have booked.

Keys

The person in charge of the keys will tell you either where and how to collect a key at the start of your booked time or to collect the key from the person who has had the booking immediately before you.

The key opens the single door at the west end of the Hall (next to the double doors of the kitchen).

It is your responsibility to return the key. If there is a booking straight after yours, please give the key to the person in charge of it. If there is no booking after yours, please see that all the lights are turned off and that the doors are locked and windows closed, and return the key straight away to the key keeper's house.

The bar burglar alarm in the Olde Hanney Room produces a loud steady sound. If it goes off while you are there phone the Bookings Secretary so that it can be investigated and reset.

Lights, Heating, and Main Stage Curtains

The light switches for the Main Hall are on the right side wall of the stage.

The heating switch is just above the light switches. The green light is illuminated when the heater is off. Press the ON button for heat, and the red light glows. The heater operates for one and three-quarter hours. Switch it on again after this time if you need it, and please switch it off when you leave.

The Main Stage Curtains must only be operated by the cords on the left of the stage.

Sound Systems

Loops for the hard of hearing are installed in the Main Hall and Olde Hanney Room. An amplifier system is available in the Main Hall. To make use of either of these facilities, please contact the Bookings Secretary.

All disco equipment must be plugged into sockets on the stage. Other power sources are not permitted.

Smoke Machines and similar items

No smoke or bubble machines are to be used. They may set off the fire alarm.

Tables and Chairs

About 165 chairs are available in the Main Hall as are about 24 folding tables, each of a size to seat 6 to 8 people. It is the responsibility of the hirer to set out tables and chairs as required for the function and to clean and replace them afterwards.

The Olde Hanney Room has its own smaller tables, chairs and fitted seating.

Kitchen

Kitchen facilities are available for outside caterers and your own use. The kitchen may be booked by itself or with any other room. Preference will always be given to hirers of the Main Hall.

Crockery and Cutlery

Crockery and cutlery may be hired. For details see front page for telephone number.

Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to a member of the Hall management committee **as soon as possible** and complete the relevant section in the Hall's accident book which is kept in the kitchen with the First Aid box. Any failure of equipment belonging to the Village Hall or brought in by the Hirer must also be reported **as soon as possible**. Certain types of accident or injury must be reported on a special form to the local authority. The Hall Secretary will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Nuisance

Please remember there are residents living near the Hall. Litter shall not be left in or around the Hall premises. A litter bin is provided in the kitchen.

The Hirer must ensure that people leave the Hall in a quiet and orderly fashion and do not cause a nuisance by shouting or revving engines, etc.

Making a Booking

Applications for hire cannot be accepted more than 18 months prior to the date of the hiring.

A Provisional Booking may be made with the Bookings Secretary on initial enquiry, but will remain valid only if the Booking Form and appropriate payment is returned within 14 days of the date the form was issued. Cheques or postal orders should be made out to *Hanney War Memorial Hall*.

If you want to use the Hall within 28 days of the date of the Provisional Booking, the total payment must accompany the Booking Form. Otherwise, please send an initial part payment of 25% (one quarter) of the total with the Booking Form, as a non-returnable deposit.

To retain the booking, the balance of the payment must be received by the Bookings Secretary at least 28 days before the booked function.

It is the responsibility of the Hirer to remember the need for the balance to be paid.

If the balance is not sent at the proper time the booking will be cancelled and the Bookings Secretary will try to relet the accommodation.

If you have made a booking within 28 days of the function and paid the total hire charge, or if after you have paid a deposit and then the balance, you unfortunately have to cancel the booking, the Bookings Secretary will make best efforts to relet the accommodation and give a refund of the balance. If this cannot be done at such short notice the full hire charge will stand.

On some occasions, a Deposit held against damage will also be requested. This will be returned intact after the booked function unless there has been damage to the structure or contents of the Hall over and above fair wear and tear, when a compensatory payment will be deducted from it.

Frequent and Regular users must pay the hire charges in advance, quarterly or 6-monthly, or otherwise by agreement with the Caretaker. Please contact the Caretaker if there are problems. No separate bills will be sent out unless your own calculated cost is thought to be incorrect or payment is delayed. If less than one month's notice of cancellation is received the hire fee will still be charged.

A Receipt will be sent for any payment. If a receipt does not reach you within 12 days of a payment, please contact the Caretaker.

Complying with the Law

It is the Hirer's responsibility to ensure that the people attending the function comply with the law. The Committee will pass any evidence of any suspected criminal activity, including substance abuse and drug usage, to the Police.

No use of the Hall by a Hirer is permitted unless and until the Hirer has signed a Booking Form indicating their complete acceptance of these conditions of hire.

STANDARD CONDITIONS OF HIRE

These standard conditions apply to all hiring of the Hall. If the Hirer is in any doubt as to the meaning of the following, the Hall Secretary or Caretaker should immediately be consulted. Hanney War Memorial Hall is a charity run for the benefit of the inhabitants of East and West Hanney. Any reference to the Hall shall include its management committee, the secretary, its Authorised Representative and, where the context so requires, each term shall be deemed interchangeable so any reference to one shall be a reference to them all.

1. Supervision

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the Hall Secretary, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

2. Use of Premises

The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

3. Gaming, Betting and Lotteries

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

4. Licences

The Hall holds a Performing Society Rights Licence which permits the use of copyright music in any form e.g. record, compact disc, tapes, radio, television or by performers in person. If other licences are required in respect of any activity in the Village Hall the Hirer should ensure that they hold the relevant licence or the Village Hall holds it.

5. Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

- (a) The Hirer acknowledges that they have received instruction in the following matters:
 - The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the Hall
 - Escape routes and the need to keep them clear
 - Method of operation of escape door fastenings
 - Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- (b) In advance of an entertainment or play the Hirer shall check the following items:
 - That all fire exits are unlocked and panic bolts in good working order
 - That all escape routes are free of obstruction and can be safely used
 - That any fire doors are not wedged open
 - That exit signs are illuminated
 - That there are no obvious fire hazards on the premises.

6. Means of Escape

- (a) All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.
- (b) The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied. It will operate automatically in case of mains failure.

7. Outbreaks of Fire

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the secretary of the management committee. The Hirer will be charged for improper use of any fire extinguisher.

8. Health and Hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator and thermometer.

9. Indemnity

The Hirer shall indemnify and keep indemnified each member of the Hall management committee and the Hall's employees, volunteers, agents and invitees against (a) the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the premises (b) all claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and (c) all claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer.

The Village Hall is insured against any claims arising out of its own negligence. Save in the case of death or personal injury where no limit shall apply, the management committee, its employees or volunteers and agents' entire liability whether in contract tort or otherwise shall be limited to the greater of the amount of the hire fees payable by the Hirer pursuant to this agreement or the amount that the insurer accepts liability for under any applicable insurance policy.

10. Explosives and Flammable Substances

The hirer shall ensure that:

- (a) Highly flammable substances are not brought into, or used in any part of the premises and that
- (b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.

11. Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

12. Drunk and Disorderly Behaviour and Supply of Illegal Drugs

The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

13. Animals

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises without permission. No animals whatsoever are to enter the kitchen at any time.

14. Compliance with The Children Act 1989

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children (checks may also apply where children over eight and vulnerable adults are taking part in activities). The Hirer shall provide the Hall committee with a copy of their Child Protection Policy on request.

15. Fly Posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of the Hall's management committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

16. Cancellation

If the Hirer wishes to cancel the booking before the date of the event and the Hall is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Hall. The Hall reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- the Village Hall management committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring
- the premises becoming unfit for the use intended by the Hirer
- an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Village Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

17. End of Hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Village Hall shall be at liberty to make an additional charge. The premises must be vacated by midnight or half an hour after the end of any extension.

18. Stored Equipment

The Hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises except by special arrangement, 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 or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

The Hall may, in its discretion in any of the following circumstances, namely:

- (a) in respect of stored equipment, failure by the Hirer either to pay any storage charges due and payable or to remove the same within 7 days after the agreed storage period has ended
- (b) in respect of any other property brought on to the premises for the purposes of the hiring, failure by the Hirer to remove the same within 7 days after the hiring

dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

19. No Alterations

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Hall Secretary. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Village Hall remain in the premises at the end of the hiring. It will become the property of the Hall unless removed by the hirer who must make good to the satisfaction of the hall or, if any damage caused to the premises by such removal.

20. No Rights

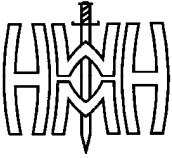
The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

END OF SESSION CHECK LIST

1. Search for smouldering fires or cigarettes left burning, and clear waste paper.
2. Check that heaters and cookers are turned off.
3. Check that all electrical appliances are turned off and unplugged.
4. Turn out all lights not required for security purposes.
5. Close all internal doors.
6. Secure all outside doors and windows.

FIRE

1. In the event of a fire, the person in charge of the Hall or function will instruct all persons to leave the building, using the nearest available exits.
2. **CALL THE FIRE BRIGADE**
The nearest telephone is in the Hall entrance
DIAL 999 AND GIVE THIS ADDRESS:
Hanney War Memorial Hall
Brookside
East Hanney
Wantage OX12 0JP
3. Attendants should ensure that, once the Hall has been evacuated, members of the public do not re-enter the building to collect personal belongings, etc.
4. On the arrival of the Fire Brigade, the person in charge of the Hall should report to the Officer in Charge that all persons are safe, or should inform him/her of their last known position.
5. Attendants should only attempt to extinguish the outbreak using the fire appliances provided if it is considered safe to do so.



HANNEY WAR MEMORIAL HALL

Registered Charity Number 300096

Booking No.: _____

HIRING AGREEMENT

Date issued: _____

Name of hirer (or hiring agent) in capitals: _____

Name of organisation (if relevant): _____

Bookings Secretary:
Mr Angus Clark
1 Acre Cottage
Berry Lane, E Hanney
Wantage, Oxon.
OX12 0JB
Tel: 01235 867480

Address of contact: _____

Tel: _____ Signature: _____ Date: _____

Complete either Section 1 or Section 2 of this form, allowing sufficient time for setting up and clearing away your function. Please sign and date this booking form, so indicating your acceptance of the HWMH Conditions of Hire, and **return it within 14 days** with your cheque (made payable to HWM Hall) to the Bookings Secretary. If you have to cancel, please notify him as soon as possible. The HWM Hall is a licensed premises. No alcohol may be consumed on the premises other than that purchased from the Hall bar.

Is this event (are these events) PUBLIC? or PRIVATE? (Please tick one)

Is food (other than biscuits or cakes, etc.) to be provided? YES or NO (Please tick one)

This Hiring Agreement includes the attached Standard Conditions of Hire.

CHARGES for the hire of the Hall are based on a scale that varies with frequency of use, and became effective on 1 May 2006. The charge will be at the rate applicable on the date of use.

OCCASIONAL USE	Olde Hanney Room		FREQUENT USE (e.g. weekly, fortnightly or monthly)	Main Hall OR Olde Hanney Room
	Main Hall	Olde Hanney Room		
HOURLY RATE:			HOURLY RATE:	
Saturday after 7.00pm	£18.00	£12.50	Saturday or Sunday, any time	£7.50
All other times	£12.50	£ 8.50	Weekday, before 7.00pm	£5.00
Children's parties, jumble sales, etc.	£ 8.00	£ 5.50	Weekday, after 7.00pm, monthly	£7.50
Commercial bookings	£22.00	£22.00	Weekday, after 7.00pm, weekly/fortnightly	£6.00

There is no extra charge for the Olde Hanney Room if the Bar is booked together with the Main Hall.

The Olde Hanney Room cannot be booked on its own more than 3 months in advance for Friday evenings, Saturday afternoons or Saturday evenings.

COMMITTEE ROOM, at any time, per hour:..... £3.00 **KITCHEN**, at any time, per hour:..... £3.00

SPORTS CHANGING ROOMS, including use of showers: ADULTS, per session: £24.00

JUNIORS (16 and under)..... £18.50

Second and subsequent session per week at 50% of above rates

SECTION 1: OCCASIONAL USE

Please tick facilities required

Date of function	Time from/to	Type of event	Main Hall	Olde Hanney Room	Bar	Kitchen	Committee Room	Sports Changing Room	Cost £
1.									
2.									
3.									

Licensing hours for the bar are 11.00am–11.00pm Monday-Saturday, and 12noon–10.30pm Sunday.

If the bar is required please state times requested: _____

and approximate number of people attending: _____

TOTAL COST: (see 'Charges' to work out the cost): £ _____

You may book up to 18 months ahead

It is the responsibility of the hirer to remember the need for the balance to be paid.

Will you wish to hire crockery and cutlery? (Y/N): _____

PAYMENTS

25% Initial Deposit: _____

Non-returnable for occasional bookings

Balance: _____ Date paid: _____

To be sent not less than 28 days before the event booked

Deposit, held against damage*: _____

* If a deposit held against damage is required, either it will be written on this form by the Bookings Secretary (if so, please include it with the balance payment) or you will be informed of it separately.

SECTION 2: FREQUENT OR REGULAR USE (e.g. clubs meeting weekly/fortnightly/monthly)

Please make a separate booking request for each function/meeting, ticking required facilities

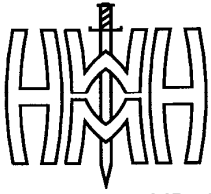
Date of function	Time from/to	Type of event	Main Hall	Olde Hanney Room	Bar	Kitchen	Committee Room	Sports Changing Room	Cost £
1.									
2.									
3.									
4.									
5.									
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You may book up to 18 months ahead. Please include your cheque for payment with this booking form.

Total cost: £ _____

Please make quarterly or 6-monthly payments if wished (or pay in arrears in so agreed).

Date paid: _____



FIRE EMERGENCY PLAN

NB. New Fire regulations were introduced in 2005. They mean that, as the responsible person for hiring the Hall, you have legal duties regarding the safety of people at your event.

On the back of this paper there is a plan of the Hall with the whereabouts of the fire exits and extinguishers. You should make yourself familiar with it. The fire assembly point is the car park at the west end of the Hall.

You must be aware that:

1. There is an automatic fire alarm system that sounds a hooter in case of fire. This system is tested every week.
2. You must inform people using the Hall of the whereabouts of the fire exits and fire assembly point.
3. If there is a fire, you should
 - a) Phone 999 and ask for the fire service. There is a pay phone in the entrance hall.
 - b) Ensure there is clear access to the Hall for fire engines.
 - c) Where appropriate, use the fire extinguishers.
4. The Hall is licensed for 198 people seated in the main Hall, and 50 in the Olde Hanney Room. These numbers must not be exceeded.
5. You must keep all fire exits free from obstruction.
6. Apart from a balcony in the main Hall, the Hall is a single-storey building and all fire exits are accessible to wheelchair users.
7. Should the fire alarm sound, you should ensure that everyone leaves the building and check that everyone is outside, especially any children or disabled persons, taking immediately only valuables. No-one should go back to collect other property.
8. Re-entry must be permitted only when authorised by the Fire Service.
9. There is a no-smoking policy throughout the Hall. You must ensure that this policy is adhered to.
10. No naked flames (e.g. candles) must be lit without prior permission when booking.
11. Ensure that noise does not become loud enough to prevent people hearing the fire alarm. Any disco equipment must only be plugged into sockets on the stage.

To ensure that you have read and understand this Plan, you must sign and return the slip below with your hiring agreement.

01/03/08



HANNEY WAR MEMORIAL HALL

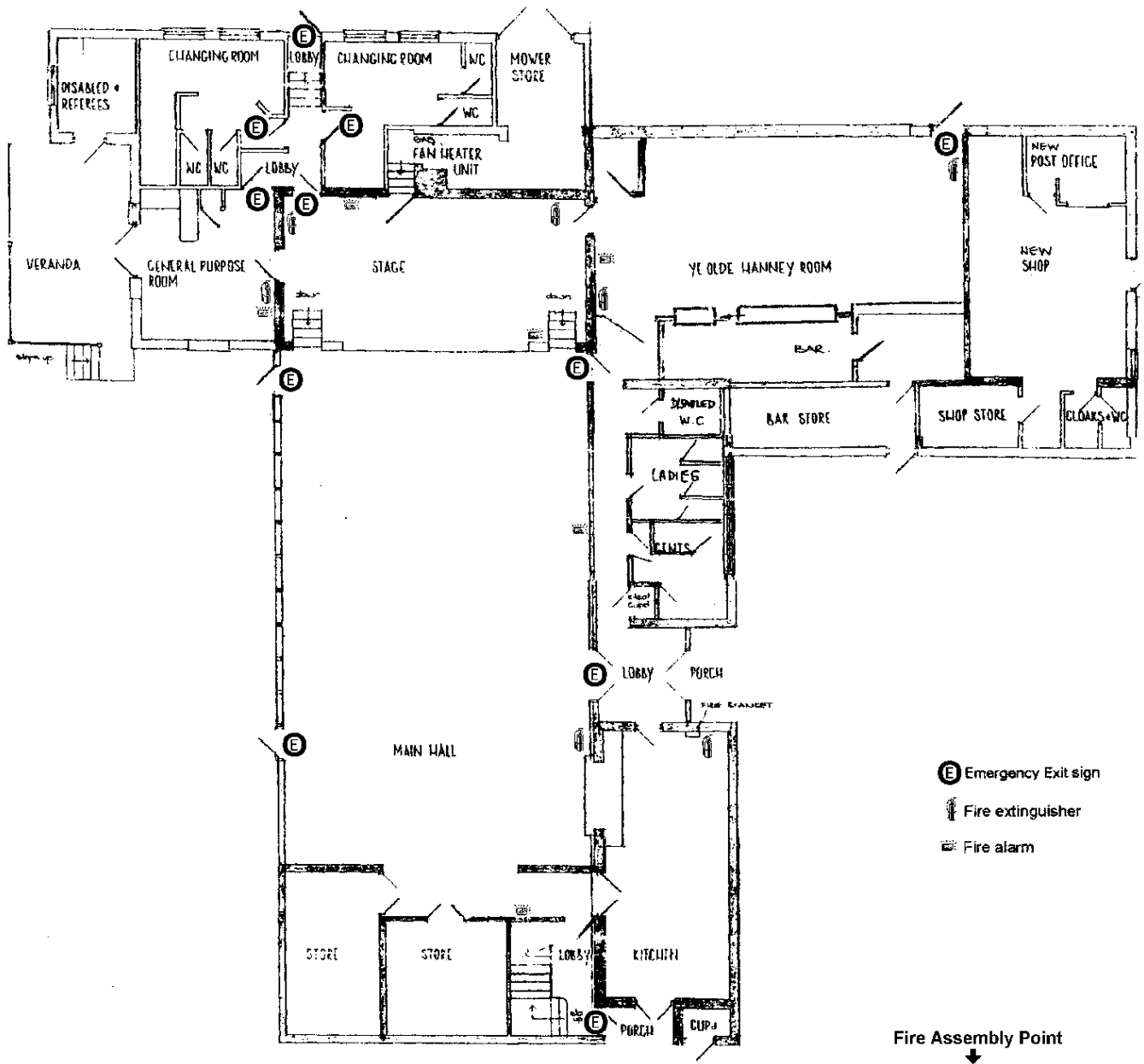
Fire Emergency Plan

I hereby notify that I have read and understood the Fire Emergency Plan for my booking on: (*insert date of function*)

Name (*capitals*):

Signature: Date: (*insert date signed*)

PLAN OF HALL showing Emergency Exits, Fire Alarms and Fire Extinguishers



01/03/08



HWMH Bookings Secretary
 1 Acre Cottage
 Berry Lane
 East Hanney
 Wantage, Oxon.
 OX12 0JB

03/08