

JOHN HODGES TRUST FOR HARPSDEN HALL

Registered Charity No. 304312
APPLICATION FOR HIRE OF HALL

Name of Applicant: _____

Address: _____

_____ Post Code: _____

Telephone No: _____ Email: _____

Name of Group for whom application is made (if applicable): _____

Purpose for which hire is requested: _____

Please state precisely what facilities are required [including kitchen]: _____

Date[s] required: _____

Time required [including time to set up and clear up]: From: _____ To: _____

Hiring Fee: _____

Payment by electronic transfer to account no: 70445967 sort code: 20-39-53 using your surname as the reference please. Cheques to be made payable to John Hodges Trust for Harpsden Hall and sent to the address below. A deposit of £150 in the form of a cheque made payable to John Hodges Trust for Harpsden Hall is required for weekend evening events. This deposit will be refunded to hirer if the Hall is vacated by midnight and if the Hall is left in the condition in which it was found. Please see over for details.

If this application is approved, I undertake to pay the appropriate charges and to observe the **Letting Conditions** printed overleaf. My signature below indicates my acceptance of the Letting Conditions.

- **I undertake to appoint a Steward (insert name) to act as Fire Marshall and to see that the Fire Exits are kept clear at all times and I acknowledge that NO SMOKING IS PERMITTED.**
- **I agree to remove all rubbish caused by my hiring**

I undertake to see that order is maintained on the premises, to make good and pay for any damage to the premises or furniture, fixtures and fittings in consequence of the hiring and to leave the premises in at least as clean and tidy condition as at the commencement of the hiring. I also undertake to indemnify and keep indemnified Harpsden Hall Trust against all claims arising out of this Letting whether made by third parties or otherwise. [Hirers may like to bear in mind that it should be possible to insure against their risks at modest premiums with a reputable insurance company].

Signature of Applicant
over 18 years of age: _____

Date: _____

**Please return to: Mr Luke Hooker, Caretaker
The Studio, Harpsden, Henley on Thames, RG9 4HH Tel: 01491 571176**

PRIVACY NOTICE

At the John Hodges Trust for Harpsden Hall we are committed to protecting and respecting your privacy. We will only use the information you have provided on your hall hire form. Information collected will not be shared with any other organisation and we promise to keep your details safe and secure. We will only keep your data for as long as necessary. If you wish to find out what information we hold or to amend the information, please contact us at trust@harpsdenhall.org.uk or write to The Data Protection Officer, c/o 4 Chilterns End Close, Henley on Thames, RG9 1SQ

LETTING CONDITIONS FOR HIRING HARPSDEN VILLAGE HALL & GROUNDS

Charges

1. Applications for use of Harpsden Hall & Grounds should be made in writing to the Caretaker not less than fourteen days prior to the date required, stating the intended use, date and hours of hiring.
2. **CANCELLATION CHARGES**
 - a. Less than 14 days before Hire Date: Hire charge is payable in full
 - b. Less than 28 days before Hire Date: 50% of hire fee payable
 - c. More than 28 days before Hire Date: 10% of hire fee payable
3. In the event of cancellation of a booking by Harpsden Hall due to unforeseen circumstances, reasonable compensation will be considered at the discretion of the Trustees.
4. All fees shall be fully payable 14 days prior to the date of hire.
5. The Trustees reserve the right to refuse to accept any booking if considered inappropriate.
6. Special booking conditions may apply in the case of some events, such as junior discos, and are subject to approval by the Trustees, and under the terms of the Trust Deed bookings for political meetings cannot be accepted.
7. Any damage is to be reported to The Caretaker. The Hall Management Committee reserves the right to charge for any damages caused by Hall hirer during a hirer's event.

Fire and Safety

8. **NO SMOKING IS ALLOWED.** THE HIRER SHALL ENSURE THAT THE HIRER AND THE HIRER'S INVITEES COMPLY WITH THE PROHIBITION OF SMOKING IN PUBLIC PLACES PROVISIONS OF THE HEALTH ACT 2006 AND REGULATIONS MADE THEREUNDER. ANY PERSON WHO BREACHES THIS PROVISION SHALL BE ASKED TO LEAVE THE PREMISES AND ANY BREACH BE RECORDED AS SUCH IN WRITING AND SUBMITTED TO THE HALL MANAGEMENT COMMITTEE.
9. Where necessary the Hirer must nominate competent person(s) to act as fire marshals to assist with evacuation. These person(s) must know what their roles and responsibilities are in the event of a fire alarm activation by reading the displayed advice or, if necessary, by requesting training at the time of booking.
10. It is imperative that if the Hall & Grounds is to be used as a place of entertainment, a risk assessment is conducted by the hirer/ responsible person, to ensure that the entertainment does not compromise the existing health and safety precautions.
11. The Hirer must acquaint themselves with the location of all fire extinguishers, be aware of how to use them and have a mobile phone to summon the emergency services if necessary.
12. All Hirers must conduct a fire drill once they have read the Emergency Evacuation Plan. These must be recorded. Regular Hall Hirers must conduct fire drills on a regular basis.
13. The maximum number of persons permitted under the Fire Regulations is 120.
14. The Hirer must ensure that they provide competent person(s) to assist with the evacuation of the building in the case of a fire depending on the numbers of the general public present.
15. It is the Hall hirer's responsibility to use electrical equipment safely and any portable electrical equipment and appliances that are brought into the Hall must have been regularly tested for safety. Sockets must not be overloaded with hirers' electrical equipment.
16. No untested electrical equipment may be brought into the kitchen. Deep-fat frying in the kitchen is strictly forbidden.
17. All Hirers using the kitchen must be aware of their responsibilities and actions in the event of a fire. In addition, the gas range and toaster must not be left unattended when in use.
18. Hall hirers may only use a ladder with an assistant steadying the bottom of it.
19. Children are not allowed on the stage unless supervised by an adult.

Licenses

20. No alcohol is to be **sold** unless the Hirer provides evidence that an appropriate TEN (Temporary Event Notice) has been obtained from SODC: see <http://www.southoxon.gov.uk/ccm/navigation/business-and-economic-development/licensing/temporary-event-notice> for details or phone 01491 823209.
21. The Hirer shall ensure that all necessary licensing or other legal formalities concerned with any activity undertaken in the course of the letting eg concert, play, film, dance, music, video etc, are complied with and that copyrights are not infringed.

Noise

22. The use of any musical instrument or apparatus is strictly forbidden in the grounds without prior permission.
23. Noise levels must avoid being anti-social or illegal, **with no music after 11.30 pm.**
24. Hirers must respect the residential nature of the area and must not disturb neighbours, particularly if leaving the Hall late at night.
25. **The hall must be left as found and vacated by midnight at the latest. The deposit of £150 will be retained by the Hall Management Committee if the Hall is not vacated by midnight and/or the hall is not left as found.**

Cars

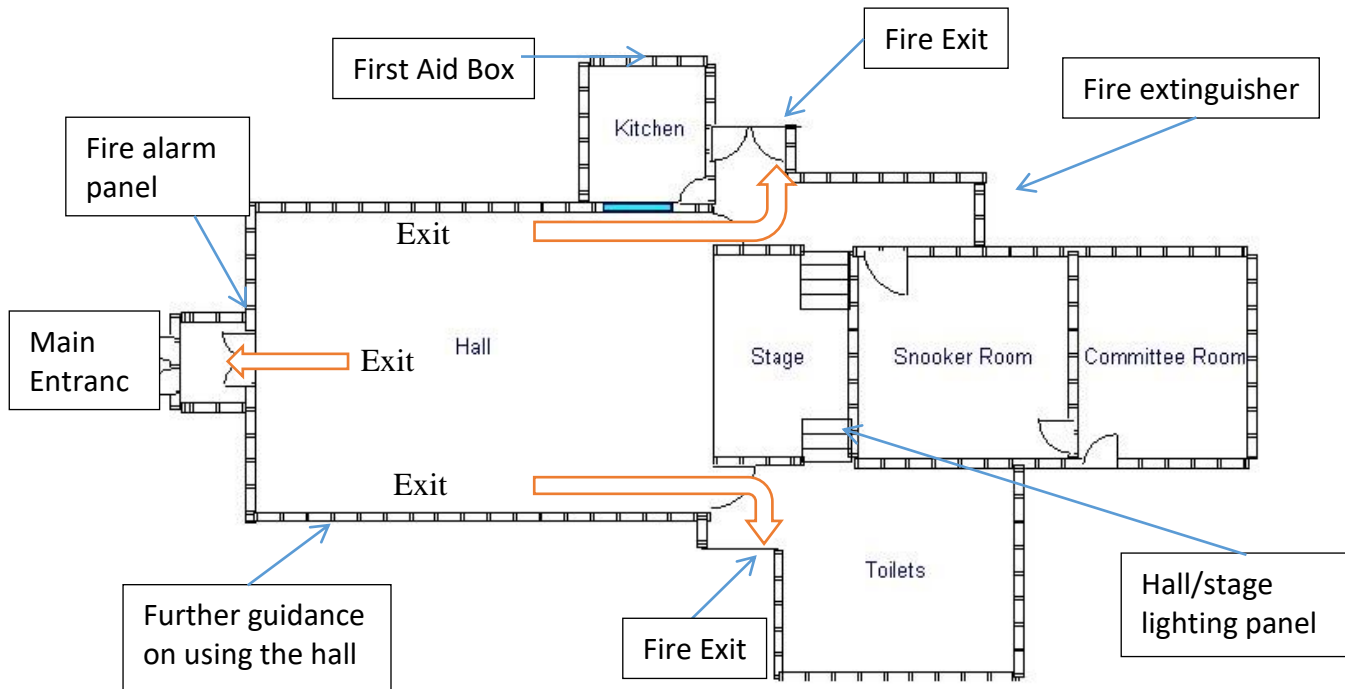
26. **CAR PARKING:** Persons bringing or parking cars in the Hall car park **do so at their own risk** and the hirer is responsible for the proper supervision of car-parking arrangements so as to avoid obstruction to fire exits or blocking exit to the highway. The Trustees accept no responsibility for loss or damage caused to or by vehicles or persons using the car park or field. Use of the field will be restricted in the case of severe wet weather.
27. **Any hirer using the hall, field or car park shall be entirely responsible for the safety of themselves and their guests.**

Letting Conditions

28. The setting up of the room and the restoration as found, together with removal of all rubbish after the event, is the responsibility of the Hirer.
29. The Hall will not be re-let to persons who leave the premises in an undesirable condition.
30. The Hall may not be used for indoor sports without the Trustees' prior consent.
31. Hall hirers may only use a ladder with an assistant steadying the bottom of it.
32. No children under the age of 8 are allowed in the kitchen unless accompanied by an adult.
33. Hall users are advised to appoint a qualified first aider.
34. To avoid damage to the floor no stiletto heels or other footwear likely to cause damage may be worn. The Hirer is responsible for any damage caused by breach of this condition.
35. It is the responsibility of the hirer of the hall and grounds to check that all equipment (e.g. bouncy castles and marquees), which is hired for an event from a third party has its own insurance/public liability cover.
36. The Caretaker keeps an Accident Book. It is the duty of the Hirer to report to the Caretaker any significant accidents.
37. The person or persons signing the Hire Application form is responsible for compliance with these Conditions and to control the access of guests to the Hall. Such responsibility cannot be passed on to other persons and sub-letting is forbidden.
38. WIFI is for light use only (less than 5 simultaneous connections) and no guarantee is offered as to its availability; access is subject to a 'fair use' policy and no administration privileges are granted. The provider child protection settings are invoked preventing access to adult sites etc.

Harpsden Village Hall Guide for Hall Users

Welcome to Harpsden Village Hall. We hope you have a great event. To ensure the safety of all those attending please could you review the information below and if you have any questions contact the Caretaker – Luke Hooker (tel: 01491 571176).



Fire Safety

At the start of your event please could you inform all attendees of the location of the fire exits and ensure escape routes remain free at all times. If the alarm does go off, please make your way to the assembly point at the back of the car park. In case of a false alarm the control panel is located in the main entrance hall. Instructions are on the panel.

First Aid

A first aid box is located in the kitchen. If there is accident, please do let Luke Hooker know and also if any items are used from the first aid kit.

Kitchen

Instructions for using the dishwasher and cooker are located in the kitchen. Please turn off after use.

After your event has finished

Please sweep up (brooms are by the kitchen) and disinfect all work surfaces. All rubbish is to be removed from the hall and chairs/tables returned to where they were found. In case of any damage or breakages please let Luke know.

Wifi

Please select Harpsden or if not visible Harpsden PS 2 - The security key is located on the noticeboard.

Other points

A hearing loop system is installed in the hall. Please advise the Caretaker if you wish to take advantage of the Loop System facility.

All electrical equipment brought into the Hall must be PAT tested.

Please respect the residential nature of the area by keeping the noise to a minimum when leaving.

Further conditions of letting are displayed on the hall notice board and on the hiring form.