

# Hardington Mandeville Village Hall Booking Form

## 1.Hirer Information

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Name of Hirer

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Contact Tel. No.

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Email Address

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Postal Address

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## 2.Event Details

Requirement

Details

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Nature of  
Hire

(e.g., Child Party, Wedding, Class, etc.)

Please include a description any external equipment to use in the hall. Please note: You are required to sign an indemnity form if using a Bouncy Castle.

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Date(s) of  
Hire

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Start Time (Include setup time)

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Finish Time (To Include clear-up & cleaning time)

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Stage Required?  Yes /  No

Projector Required?  Yes /  No

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Alcohol Consumption?  Yes /  No Please complete if alcohol is being consumed, sold or given as a raffle prize  
(\*A License is required for selling alcohol, please see info below)

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Kitchen Equipment  Yes /  No (additional charges for use of the kitchen and appliances, please see below for more info)

\*Please be advised

The Village Hall Committee reserves the right to charge the full booking fee if the hirer doesn't use the hall or equipment and doesn't give 48 hours' notice to cancel\*

Please read the conditions of hire outlined in the hire agreement and sign:

**Keys:** Collected as arranged at time of booking and returned immediately following vacation of hall. Keys are available at Springfield Stores & Post Office (BA22 9NP) from 7:30 to 1pm, Monday to Saturday. For Sunday bookings or other times outside the above opening times please ring Phone: 01935 862363 for instructions.

### 3. Booking Information & Capacity

Use this table to quickly reference the hall's rules, charges and extra equipment options.

Category	Details
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Capacity	75 Seated / 150 Standing
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Kitchen Equipment	Part use of kitchen for light refreshments to include; hot water heater, microwave, kettle, tea urn, crockery £10/session.  Part use of kitchen plus hob £20/session.  Full use of all kitchen appliances for preparation and cooking. £35 / session.
Alcohol	A license application is required if alcohol is being sold at your event.
Setup & Clear-up	Must be included within the "Start" and "Finish/ (to include cleaning) " times
Optional Extras	Stage use, Projector, Screen, External Equipment
Cleaning	Please leave the hall clean and tidy. There is a checklist in the kitchen for reference If extra cleaning is needed, we will charge an additional fee.
Wi-Fi	For browsing only. Streaming films or TV shows in the hall is illegal under UK copyright law unless you have a specific public broadcast licence
Phone	Please be advised that there is no landline at the hall, please have a mobile phone available in case of emergency.

#### 4.Hall Hire Fee Schedule

This table outlines the various hourly and flat-rate costs for different types of hirers and events.

Hirer / Event Type	Rate	Notes
*Please add kitchen use if required *		
Regular Users	£13 per hr	Ongoing bookings
Occasional Users	£15 per hr	General hire

Children's Party (Please include setting up / cleaning time)	£70 for 4hrs	Extra hrs £15 per hr
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Adult Party, Christenings and Wakes (Please include setting up / cleaning time)	£100 for 6 hrs	Extra hrs £15 per hr
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**Kitchen**

Part use of kitchen for light refreshments to include; hot water heater, microwave, kettle, tea urn.	£10 per session.
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Part use of kitchen to include hob	£20 per session.
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Full use of all kitchen appliances for preparation and cooking, to include use of cooker and dishwasher.	£35 per session.
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Wedding (Villagers) To cover use of hall from midday Friday until midday Sunday (assuming a Saturday wedding) with full use of kitchen.	£500	Flat fee
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Wedding (non-resident) To cover use of hall from midday Friday until midday Sunday (assuming a Saturday wedding) and full use of kitchen.	£600	Flat fee
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**External Use:**

Equipment Hire (48-hour period) for offsite use:

12 wooden trestle tables:	£2.50	Per table
	£10.00	5 tables

	£25.00	12 tables
88 plastic chairs: 17 folding wooden chairs	£1.50	Per chair
	£10.00	every 10 chairs
Crockery (crates of 50 items including dinner plates, tea plates, bowls, cups and saucers):	£10.00	Per crate
Tea Urn:	£10.00	

### Conditions of Hire Agreement

**Alcohol:** If you plan to consume alcohol on the premises, please ensure you have ticked the appropriate box on the form.

To sell\* alcohol during your hire, you must obtain permission from the trustees. Complete the form on <https://hardington.net/> via the Village Hall section of the website (VH – alcohol – license-application) and email [andrew@themiddletons.org](mailto:andrew@themiddletons.org) or Send it to Mr. Andrew Middleton, the Designated Alcohol Premises Supervisor, at The Old Roost, Barry Lane, Hardington Mandeville, Yeovil, BA22 9PS for approval.

The Village Hall's Premises Licence authorises the following regulated entertainment and licensable activities at the times shown below:

Monday to Friday:

- Plays: 1900-2300
- Film exhibitions: 1900-2300
- Indoor sporting events: 0900-2100
- Live music performances: Recorded music playing: Dance performances: Entertainment  
Music-making: Dancing: Entertainment facilities: 1900-0000
- Hot food/drink: 2300-0030
- Alcohol sales: 0900-0100

Saturday and Sunday:

- Plays: Film exhibitions: 1400-2300
- Indoor sporting events: 0900-2100

- Live music performances: Recorded music playing: Dance performances: Entertainment similar: Music-making: Dancing: Entertainment facilities: 1400-0000
- Hot food/drinks: 2300-0030
- Alcohol sales: 0900-0100

The hall also holds a licence with the Performing Rights Society for performing copyright music.

To hold a licensable activity not covered by the Village Hall's Premises Licence, a Temporary Event Notice (TEN) must be given to the licensing authority.

The hirer must obtain written consent from the management committee on the provided form before submitting a TEN. Failure to do so will result in the cancellation of the hiring without compensation. There's a limit on the number of TENs granted annually for any premises, and lack of cooperation could impact future fundraising by the hall management committee and local voluntary organisations.

### **Use of Premises:**

The hirer must use the premises only for the purposes outlined in the Hiring Agreement. They must not sub-hire or use the premises for any unlawful purpose or in an unlawful manner. They must also not bring anything onto the premises that may endanger it or invalidate insurance policies. Additionally, alcohol consumption is prohibited without written permission.

The Hirer (or its authorised representative if necessary) agrees to be present during the hire period and to fully comply with this Hire Agreement.

### **1. Public Safety Compliance**

The Hirer must comply with all conditions and regulations set by the Fire Authority, Local Authority, Licensing Authority or others, especially regarding regulated entertainment events with alcohol or children.

*\*Please be advised that no candles, naked lights or matches to be brought into the hall\**

a. The Hirer acknowledges receiving instructions on:

- Fire procedures, including calling the Fire Brigade and evacuating the hall.
- Fire equipment locations and use, including fire extinguishers and blankets. Suggested videos are available at

<https://www.youtube.com/watch?v=yCv5mXGDYQ>

<https://www.youtube.com/watch?v=3hvqAqgBSBo>.

- Keeping escape routes clear and knowing how to operate escape door fastenings.
- The importance of fire doors and closing them during a fire.

b. At the start of the hire, the Hirer must check:

- Unlocked fire exits and working panic bolts.
- Clear escape routes for safe use.
- Unwedged open fire doors.
- Illuminated exit signs.
- No obvious fire hazards.

## **2. Means of Escape**

All exits must be unobstructed and immediately accessible for public evacuation.

## **3. Outbreaks of Fire**

The Fire Brigade should be called for any fire, even minor, and details should be reported to the key holder (01935 862363) asap.

## **4. Health and Hygiene**

If preparing, serving or selling food, the Hirer must comply with all relevant food health and hygiene legislation and regulations. Dairy products, vegetables and meat on the premises must be refrigerated and stored according to the Food Temperature Regulations. The premises are equipped with a refrigerator and thermometer.

## **5. Electrical Appliance Safety (PAT Testing)**

For insurance and environmental health reasons, it's your responsibility as the Hirer to ensure any portable electrical appliance you bring to the Village Hall for your event has been inspected and PAT tested according to current legislation.

## **6. Accidents and Dangerous Occurrences**

Report any public injury accidents to Village Hall key holder (01935 862363) and record the incident in the accident book, kept in the red box in the kitchen. Also, report any equipment failure, whether from the Village Hall or brought in by you so faults can be investigated.

\*A red box houses the First Aid Box and the accident book in the kitchen\*

## **7. Explosives and Flammable Substances**

Ensure highly flammable substances aren't brought into or used on the premises. No combustible decorations (like polystyrene or cotton wool) should be erected without management committee consent, and decorations should be kept away from light fittings and heaters.

## **8. Bouncy Castle Hire**

To use a bouncy castle at this venue, you must:

**Sign the Form:** Complete the hall's specific agreement taking full legal responsibility for any risks or accidents.

**Check Insurance:** Ensure your bouncy castle supplier has Public Liability Insurance (usually at least £5 million) and provide a copy to the hall.

**Valid PIPA / ADiPS Certificate** for the specific equipment (issued within the last 12 months).

**Supervise:** A responsible adult (18+) must watch the castle and abide by all Safety Rules while in use.

You can obtain the necessary booking and indemnity form please contact the Bookings Secretary at [villagehallbookings@hardington.net](mailto:villagehallbookings@hardington.net). And return within 7 days of hire.

**9. Heating:** The hirer must ensure no unauthorised heating appliances are used on the premises when open to the public without management committee consent. Portable Liquefied Propane Gas (LPG) heating appliances are prohibited.

**10. Animals:** The hirer must ensure no animals (except assistance dogs) are brought onto the premises, except for a special event approved by the Village Hall. No animals are allowed in the kitchen at any time.

**11. Children's Act 1989 Compliance:** The hirer must ensure any activities for children under eight comply with the Children Act of 1989. Only fit and proper persons with passed Criminal Records Bureau checks can access the children (checks may also apply for children over eight and vulnerable adults participating in activities). The hirer must provide the Village Hall committee with a copy of their Child Protection Policy upon request.

**12. Smoking:** The hirer must ensure hirer's invitees comply with the Health Act 2006 and regulations prohibiting smoking in public places. Anyone who breaches this provision will be asked to leave the premises.

**13. Child Performance Licence:** A child may need a licence if they're under school leaving age and participating in:

- Films, plays, concerts or other public performances that charge an audience or take place on licensed premises.

- Any sporting events or modelling assignments where the child is paid.

The person in charge of the event must apply to the child's local council for a child performance licence. If unsure, ask the council.

Supervision for the child: Supervision is required for children participating in activities.

If a child won't be with a parent, schoolteacher or home tutor, they must be supervised by a council-approved chaperone. Chaperones can apply for approval.

The maximum number of people allowed on the premises is 150 standing and 75 sitting.

Please Note: Village Hall Committee reserves the right to charge the full booking fee if the hirer doesn't use the hall or equipment and doesn't give 48 hours' notice to cancel.

I agree to the conditions of hire stated above:

Signature of applicant ..... Date .....

Please return the signed booking form to Halina Menhennett by email to [villagehallbookings@hardington.net](mailto:villagehallbookings@hardington.net) or drop it into Springfield Stores: Village Shop

Office Use: Cost Calculation

Description	Calculation	Sub-Total
Hall Hire	(No. of Hours) _____ x (Rate) £_____	£
Kitchen Fee	(£10, £20 or £35 as applicable)	£
Other Fees	(e.g., External Equipment Hire)	£
<b>TOTAL COST</b>		£

Date Paid:

Hardington Mandeville Village Hall  
Bouncy Castle Hire Indemnity Form

Hire Date: \_\_\_\_\_

Name of Hirer: \_\_\_\_\_

Name of Bouncy Castle Supplier: \_\_\_\_\_

**1. Hirer's Declaration and Indemnity**

I, the undersigned, acknowledge that Hardington Mandeville's insurance policy does not cover the use of bouncy castles or other inflatables. I agree that:

The use of any inflatable equipment is entirely at my own risk.

Hardington Mandeville Village Hall Committee is not liable for any claims, costs, and losses arising from injury or damage related to the use of this equipment.

**2. Mandatory Documentation (To be attached)**

The hire will only be permitted if the following are provided in advance:

Supplier's Public Liability Insurance (PLI) certificate (Minimum £5 million cover).

Valid PIPA/ ADiPS Certificate for the specific equipment (issued within the last 12 months).

**3. Safety & Operational Rules**

By signing below, I agree to the following safety conditions:

Supervision: The equipment will be supervised at all times by a responsible adult (over 18).

Capacity: User numbers will not exceed the manufacturer's recommended limits.

Age Limits: Children of different age groups or sizes will not be mixed on the equipment.

Installation: Inflatables used indoors must be secured using appropriate weights/sandbags and placed on safety mats.

Building Safety: The equipment must not obstruct fire exits or touch any ceiling lights or heater

Hirer Signature: \_\_\_\_\_ Date: \_\_\_\_\_