

## Woodborough Parish Council

### WOODBOROUGH VILLAGE HALL, LINGWOOD LANE. NG14 6DX CHARGES AND BOOKING & HIRE CONDITIONS

#### Hire Charges

		From 1/4/08
Standard Hire Rate (Residents of Woodborough)	£6.50 per hr	£ 7.00 per hr
Hire Rate to Non Residents	£10.00 per hr	£11.00 per hr
Committee Room Only (Residents of Woodborough)	£4.00 per hr	£ 5.00 per hr
Committee Room Only to Non Residents	£6.00 per hr	£ 7.00 per hr
Saturday Party Rate 10:00 am Saturday to 12 noon Sunday	£150.00	
plus £100 Bond		

#### Booking Conditions

1. Completed booking forms and payment should be sent to Mrs Christine Leafe, 17 Holt Grove, Calverton. NG14 6HW. Telephone 0115 912 6524.
2. At the time of booking 50% of the full payment is required to confirm the booking, the balance is payable one calendar month before the event.

#### Hire Conditions

1. The Parish Council reserves the right to refuse any application to hire out the Village Hall to any person or organisation and to cancel any existing booking in its absolute discretion without being liable for loss.
2. The Responsible Person shall be personally liable for the supervision of the premises and shall indemnify the Parish Council for the cost of repair of any damage done to any part of the property or the contents of the building that shall occur during the period of hire.
3. The Responsible Person shall familiarise him or herself and ensure that all other users are familiar with the following safety matters;
  - a. Action to be taken in the event of a fire including calling the Fire Brigade and evacuating the Hall.
  - b. The location and use of fire equipment.
  - c. Emergency exits and the need to keep them clear and unlocked.
  - d. The operation of fire doors and the need to close all fire doors in the event of a fire.
  - e. That there are no obvious fire hazards on the premises.
4. The Responsible Person shall not use the premises for any purpose other than that described in the Booking 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 to do anything which may endanger the premises or persons using the premises or vitiate any policy of insurance.
5. The Village Hall is licensed by Gedling BC as follows;
  - a. Theatres Act 1968 for the performance of plays and
  - b. Entertainment Licence for the purpose of music, singing and dancing or the like kind.
6. The Village Hall is not licensed under the **Licensing Act 2003** for the sale of alcohol. If the Responsible Person wishes to sell alcohol he or she must apply to Gedling BC for a Temporary Event Notice (TEN). Only twelve TENS can be authorised in any twelve month period and the Parish Council is not advised by Gedling BC if a TEN has been granted, therefore the Parish Council gives no warranty or assurance that the Responsible Person will have a TEN granted. Further information can be obtained from the Licensing Office, Planning & Environment Department, Gedling BC, Arnot Hill Park, Arnold, NG5 6LU. Tel 0115 011 3895 e: [licensing@gedling.gov.uk](mailto:licensing@gedling.gov.uk)

7. The Responsible Person shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, the Local Authority and the Local Authority Licensing Office.
8. The Responsible Person shall ensure that no nails, screws, drawing pins or sellotape shall be used to decorate the Hall. Decoration should be fixed to the hooks provided.
9. The Responsible Person shall ensure that no preparation or dressing is applied to the floor.
10. Since the 1<sup>st</sup> July 2007 it is illegal to smoke in the village hall. The Responsible Person shall ensure that there is no smoking in any part of the hall,
11. The Responsible Person shall ensure that all rooms are left in a clear and tidy state at the end of the hire, including the putting away of all furniture, including the wiping clean of tables and chairs prior to stacking. All rubbish must be bagged and placed in the dustbin at the rear of the premises. It is particularly important that chairs are stacked in the correct way in the storeroom; please ensure chairs are stacked with their backs towards the window.
12. The Responsible Person shall ensure that the total number of people on the premises at any time does not exceed the maximum capacity of 200 people.
13. The Responsible Person shall arrange to collect the key from 'Welcombe', Lingwood Lane, Woodborough and at the end of the hire ensure that the premises are left properly locked and secured and shall check that all windows have been closed and the key returned to 'Welcombe', Lingwood Lane, Woodborough.
14. The Parish Council reserves the right to charge for any cleaning that may be necessary following the period of hire.
15. The bond will be repaid within 56 days of the hire subject to there being no deductions for damage or cleaning costs
16. In the event of the hirer cancelling for any reason, the Parish Council will refund 90% of the hire charges provided not less than 28 days notice of cancellation is received.
17. The Parish Council reserves the right to carry out any inspections or repairs during any periods of hire.
18. The Responsible Person must ensure that any items brought into the village hall are removed immediately at the end of the hire period.
19. The Responsible Person must ensure that no additional cooking, heating or electrical appliances of any description are brought into the village hall or are used in the village hall.
20. The Responsible Person must ensure that all kettles and water heating appliances are emptied at the end of the period of hire.
21. The Responsible Person must check that all appliances and lights (inside and outside the village hall) are switched off and that all doors, including emergency exits, are closed and secured before leaving the village hall.

If the Responsible Person is in any doubt as to the meaning of any of these conditions contact either the Caretaker or the Clerk for clarification.

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### **Emergency Numbers**

Electricity	East Midlands Electricity plc	0800 056 8090
Gas No	British Gas	0800 111 999
24 Hour Glazing	Wilde Glazing	0115 987 8071
Plumbing	AS Hallam (24 hour number)	0115 920 8080

**CLERK – Mr. Roger J Hawkins**

**2 The Limes, Barton in Fabis. NOTTINGHAM NG11 0AF**

**TEL / FAX: 0115 983 0231**

**E-Mail: [clerk@woodboroughpc.org.uk](mailto:clerk@woodboroughpc.org.uk)**

# Woodborough Parish Council

Chairman: G T Parkinson

## WOODBOROUGH VILLAGE HALL, LINGWOOD LANE ADHOC BOOKING AGREEMENT

Responsible Person \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_

Telephone \_\_\_\_\_

E mail address:

On behalf of -----

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### Hire Charges

Standard Hire Rate (Residents of Woodborough)	£6.50 per hour
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Booking Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_ to \_\_\_\_ Total Hours \_\_\_\_

Facilities Required Main Hall  Committee Room

Charges: Hire  
Bond £25.00/£150  
Total \_\_\_\_\_

Bond Refund, cheque to be made payable to \_\_\_\_\_

This is an agreement between the Responsible Person and Woodborough Parish Council to hire the village hall on the date and for the hours stated above subject to the Conditions of Hire attached.

I agree to hire the Village Hall subject to the Conditions of Hire, which I have read

Responsible Person \_\_\_\_\_ Date \_\_\_\_\_

On behalf of Woodborough Parish Council \_\_\_\_\_ Date \_\_\_\_\_

C. Leafe

When completed this form should be returned to the Booking Clerk,  
**Mrs C Leafe, 17 Holt Grove, Calverton. NG14 6HW. Telephone 0115 912 6524.**  
together with the booking fee, cheques made payable to Woodborough Parish Council

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## Woodborough Parish Council

Chairman: J E Harlow

WOODBOROUGH VILLAGE HALL, LINGWOOD LANE

# Emergency Information

## Contact Details

<b>Electricity</b>		
	Central Networks	<b>0800 056 8090</b>
<b>Gas</b>		
	British Gas	<b>0800 111 999</b>
<b>Water</b>		
	Severn Trent	<b>0800 783 4444</b>
<b>Plumbing</b>		
	AS Hallam (24 Hours)	<b>0115 920 8080</b>
<b>Glazing</b>		
	Wilde Bros (24 hours)	<b>0115 987 8071</b>

## Service Locations

<b>Electricity</b>		
	Fuse box etc	<b>In unlocked cupboard nearest to door to committee room</b>
<b>Gas</b>		
	Cut off valve	<b>In ladies toilet high up on wall on right hand side, adjacent to gas meter</b>
<b>Water</b>		
	Water cock	<b>In ladies toilet, in first cubicle</b>

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