

NORMANDY VILLAGE HALL

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Camelot
Guildford Road
Normandy
GUILDFORD, GU3 2AW

.....October 2016

Dear

Club/Society/Organisation.....

This covering letter invites Weekly Regular Users of Normandy Village Hall to renew their contract for the year 2017. The package is in six parts and forms the basis of your Contract with us for the next 12 months as follows:

Part 1. The terms and conditions applicable to all Regular Users to obtain the beneficial reduced hire rates.

Part 2. The initial Contract Booking Form requesting you to show the dates required for your Club/Society/Organisation for the year commencing January 1st to December 31st 2017.

Please ensure that these dates are correct before returning it to me as we may not be able to meet any subsequent changes to dates later once they have been entered in the Booking Diary.

Part 3. A copy of the Regular Users hire charges which takes effect from the 1st January 2017.

Part 4. Regular Users Contact Form for your club / organisation.

This information will be helpful to me if I need to contact you on other matters.

Please return it to me for our records, particularly telephone numbers and e-mail addresses.

This information will only be used within the NVHMC organisation and will not be passed onto anyone else.

Part 5. A copy of the Terms and Conditions for all Users of the Village Hall.

Part 6. A copy of the Health and Safety Policy. **Page 2 of the document should be signed by a responsible person who will ensure that their members will take due regard to the safety of themselves and other users of the halls and must be returned to me.**

I will first enter in the Booking Diary 2017 the bookings from the forward planner and then deal with the Contract Booking Forms **in the order in which I receive them**, so it is in your interest to get them back to me as soon as possible.

Kind regards

Dot Towner,

Booking Secretary

Normandy Village Hall: Regular Users Contract.

Part 1 –Terms and Conditions to qualify for Weekly Regular User Hire Rates.

Normandy Village Hall Management Committee invites Weekly Regular Users (Clubs/Society/Organisations) to consider their booking requirements for the period January 2017 – December 2017.

The Committee is prepared to accept block bookings for this period on the following terms:-

1. That the total number of bookings by your organisation per annum is **more than 30 times**
2. That block bookings can generally only be accepted from Monday to Friday.
3. That acceptance by the Regular User organisation requires them **to pay for all booked periods whether they use them or not**, except for public and school holiday periods or if the Management Committee finds it necessary to cancel it due to unforeseen circumstances.
4. That a Weekly Regular User organisation, if so requested by the Booking Secretary, must yield no more than **three of its bookings** in the event of another Regular User or Occasional User requiring them, provided that at least 6 weeks notice is given, or a lesser time at the discretion of the Management Committee.

In order to establish a fair allocation of Friday evenings, Saturdays and Sundays these days and times may have to be forfeited by the Contracted Weekly Regular User in the event of another Regular User or Occasional User requiring them. This will be at the direction of the Management Committee.

All lettings are subject to **Normandy Village Hall Terms and Conditions of Hire**, a copy of which is enclosed.

In particular Regular Users are respectfully reminded that they should **ensure** all lights and heating are turned off, all windows are closed and all doors are **locked** and that the premises are left secure.

The onus is with the Weekly Regular User hirer to submit the dates required to the Booking Secretary. When the Booking Secretary has entered your requested dates in the Village Hall Diary Book a Booking Confirmation letter will be sent to you. Your dates will also be entered on our new electronic booking system and can be viewed on our Web Site.

It should be noted that the Booking Confirmation form will show the dates of your bookings and the dates that the monthly payments should be sent to the Treasurer. Cheques should be made payable to 'The Trustees, Normandy Village Hall'

IMPORTANT:

The dates shown are the only Invoice dates you will receive and payment is monthly in advance.

No other Invoices will be sent and failure to send payment within the due month may jeopardise your future bookings. If any changes or amendments are necessary a revised Booking Confirmation Form will be sent.

The rates of hire for your booked sessions will take effect from 1st January 2017.

Unauthorised use of the Hall for any purpose, i.e. without prior booking is not permitted and anyone doing so will **not** be covered by the Hall insurance and will be personally liable for any accident or damage occurring.

Enclosed with the Contract Booking Form is a copy of the Normandy Village Hall Health and Safety Policy. It should be read and understood by a responsible person of the hirers of the Village Hall.

Page 2 of the Health and Safety Policy document must be signed and dated by a responsible person of the Hirer and returned with the Booking Form to the Booking Secretary.

If you have any concerns or issues concerning the health or safety of the Users of the Village Hall or the surrounding grounds, please contact Ian Rose on tel. 01483 811024, Jon Pick mob 07836250099 or a Committee member.

Normandy Village Hall: Regular Users Contract.

Part 2 - Requested Hire Dates 2017.

Name of Club /Society/Organisation:

Dates Requested for Year Commencing: 1st January 2017 to 31st December 2017

	<u>Large Hall</u>	<u>Small Hall</u>	<u>Upstairs Meeting Room</u>
4 hour Session:	*am / pm / eve	*am / pm / eve	*am / pm / eve
Month:	Date Requested:	Dates Requested:	Dates Requested:
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

*delete as necessary.

If not weekly please indicate above (i.e. 2nd Wednesday of each month, etc)

Please ensure these dates are correct before returning them to the Booking Secretary as we may not be able to meet any subsequent changes to dates after they have been entered in the Booking Diary. **After the dates have been entered a Booking Confirmation letter will be sent to you and will show your monthly Invoice costs for the year.**

The monthly hire charge MUST be sent in advance to the Treasurer by the first day of the month shown.

Normandy Village Hall: Regular Users Contract.**Part 3 - Hire rates to Weekly Regular Users for 2017.****Hire tariff for 2017****Regular users (clubs) Mon – Fri**

Session	Main Hall	Small Hall or Meeting Room
9am – 1pm	£22.00	£18.00
1pm – 6pm	£24.00	£22.00
6pm – 11.00pm	£28.00	£24.00

Regular users (clubs) Saturdays

Session	Main Hall	Small Hall or Meeting Room
9am – 1pm	£36.00	£24.00
1pm – 6pm	£40.00	£28.00
6pm – 11.45pm	£66.00	£38.00

Regular users (clubs) Sundays

Session	Main Hall	Small Hall or Meeting Room
9am – 1pm	£28.00	£20.00
1pm – 6pm	£32.00	£22.00
6pm – 11.00pm	£38.00	£26.00

Regular Users Hourly rate for additional time as part of earlier or next Session (if available)

Sat - Fri 8.00am to 9pm Main Hall: **£20.00** Small Hall/ MR: **£15.00**

New Year's Eve: Regular users (1pm–12.30am)

£100.00 Main hall.

Regular /Occasional users (1pm–12.30am)

£75.00 Small hall supported
by a Committee member

Normandy Village Hall: Regular Users Contract.

Part 4 – Contact Form for Regular Users for 2017

Name of Club/Society/Organisation:

Secretary or other committee Member to be contacted in case of booking query. Name:
Address:

.....
.....

Post Code:

Tel. / mob no.

e-mail address:

Treasurer or person to send Invoice to in case of query on payments. Name:

Address:

.....
.....

Post Code:

Tel. / mob no.

e-mail address:

Please inform me or the Management Committee should any changes to the above occur during the year.

Kind Regards

Dot Towner
NVHMC Booking Secretary

Normandy Village Hall: Regular Users Contract.

Part 5 – Normandy Village Hall Terms and Conditions of Hire for 2017

IMPORTANT KEY POINTS:

It is a condition of hire that the Hall shall be left in a reasonably clean and tidy state after use by the hire. Cleaning equipment is available in the Kitchens. The cost of any excess cleaning found necessary will be recoverable from the hirer and may be deducted from any deposit monies paid.

One black bag of rubbish is accepted from the hirer's use of the hall –all other rubbish must be removed from the premises and grounds.

Under current licensing regulations, anyone wishing to sell alcohol for consumption at the Village Hall must obtain a Temporary Event Notice (TEN). A TEN may only be obtained with the permission of the Hall Management Committee. Failure to obtain permission before obtaining a TEN will result in the cancellation of the booking.

Attention is drawn to paragraphs 12 and 13 with the regulations on Performing Rights Society (PRS) and Phonographic Performance Ltd (PPL). PPL requires that you may require a licence if your organisation uses recorded music and is for commercial gain. To apply for a licence you should contact these organisations if this applies for advice or a licence.

The Village Hall operates a No Smoking policy. Smoking is NOT permitted anywhere within the Village Hall

When exiting the building all heating and lighting must be turned off and all windows and doors must be checked that they are locked and secured in both Halls.

1. For the purpose of this document the following will apply:
 - Committee** - the Village Hall Management Committee.
 - Hirer** - the person / persons / organisation making the application to hire the village hall. Must be aged 21 or over.
 - Premises** - any part or the whole of the village hall being hired.
2. All applications to hire the hall must be made to and confirmed by the booking secretary. For some events the application may have to be put to the Committee for approval and may be declined, no reason is required to be given if the application is declined.
- 3) On receiving the booking confirmation letter from the Booking Secretary cheques are required as follows:
 - a) If the booking is more than 3 months ahead then one cheque is required for 50% of the total cost of the hire as a deposit to secure the hire. The remaining hire charge to be paid 6 weeks prior to the date of hire **together** with a deposit in case of damage or loss to the halls.
 - b) If the booking is less than 6 weeks to the date of the hire then two cheques are required as follows:
Full payment of the total cost of the hire **together** with a deposit in case of damage or loss to the halls.
Cheques should be made payable to **'The Trustees, Normandy Village Hall'**
 - c) **Deposit:** the deposit will be returned to you within 10 days providing the rules set out below are adhered to.
 - d) **Cancellation:** we regret that should you cancel your reservation within two months of the hire date your hire fee may be forfeited at
the discretion of the committee. No compensation shall be payable by the Committee in the event of cancellation of any bookings owing to the premises being required or taken over due to National or Public emergencies or the like.
- 4) **The following rules must be adhered to – failure to comply may result in the deposit cheque being withheld and cashed.**
 - 1) Hire charges must be paid on time.
 - 2) Vacation of the premises must be by the pre-agreed time. Charges per hour will apply if not adhered to.
 - 3) The premises must be left in a clean and tidy state, all rubbish generated by the hirer must be removed from the premises. Should further cleaning be required after a hire, the deposit may be withheld and further costs may be liable by the hirer.
 - 4) **When exiting the building all heating and lighting must be turned off and all windows and doors must be locked and secured in both halls.**
 - 5) The Village Hall is a No Smoking building
 - 6) The hirer is responsible for the preservation of order during a function held at the Hall and shall undertake to indemnify the Committee against any damage to any persons and to property owned by the Hall.
 - 7) At the discretion of the Committee an additional amount may be required to offset any damage to the premises and/or to cover the cost of any excess cleaning costs which may be required.
If it is found necessary to call the police to a disturbance the hirer will forfeit all their deposit.

- 8) All crockery, cutlery, kitchen appliances and equipment are available for use by the hirer and should be treated with respect and replaced where found.
- 9) The Hall's collapsible tables and chairs, if used, should be cleaned and returned into their stacked positions in the designated store rooms on completion of the hire period.
- 10) **Premises:** Where the Hall is hired for dances or such other event providing entertainment or music, such entertainment or music shall cease no later than 11.45pm. Music must be reduced to a level that is acceptable to the Hall's nearest neighbours by 11pm so as to not cause any disturbance.
The hiring shall be subject to the provisions and conditions of the 'Entertainment Licence' granted to the Trustees by Guildford Borough Council as the Licensing Authority and to any rules and conditions of use of the premises which the Management Committee or Guildford Borough Council or any other competent authority may impose.
The hirer agrees that the hire of the Hall is subject to the renewal by Guildford Borough Council of the 'Premises Entertainment Licence' and that if, for any reason, the licence shall be revoked, suspended, the applicant shall not have, or make, any claim upon the Committee for compensation in respect of any loss or damage to which they may be put or which they may sustain by reason of this non-renewal or suspension of this licence.
- 11) **Alcohol:** Under current licensing regulations anyone wishing to sell alcohol at the Village Hall must obtain a '**Temporary Event Notice**' (TEN) from Guildford Borough Council. A TEN may only be obtained with the permission of the Committee. Failure to obtain permission prior to obtaining a TEN may result in the cancellation of the booking. A TEN approval certificate must be presented as a condition of hire and displayed prominently.
- 12) **Performing Rights Society Ltd:** The hirer must not permit the performance of any dramatic, musical or other work where copyright exists without the consent of the owner of such copyright. The hirer is reminded that for any performance of copyright material, a licence must be obtained from the 'Performing Rights Society Ltd' whose address is Copyright House, 29-33 Berners Street, London, W1. Such licence application shall be made prior to holding such entertainment.
- 13) **Phonographic Performance Ltd:** By law if you use recorded music during any of your sessions you may require a licence from Phonographic Licence Ltd (PPL). You are strongly advised to contact them by tel. 020 7534 1450, by e-mail ppnb@ppluk.com or visit their website musicworksforyou.com
- 14) **Decorations:** Decoration of the Hall may be permitted only by prior agreement with the Committee. Such decoration includes posters, advertisements, bunting, flags and the like and shall be carefully removed at the end of the hire period. **NOTE:** Drawing pins, sellotape, blue tack or similar sticky substances must not be used to attach decorations to the walls as they damage and pull the paint off. Only hooks provided along the picture rail can be used to attach decorations. The hirer will be charged for any repairs to damaged walls deemed to be caused by the activities of the hirer or their guests.
- 15) The Committee reserve the right to enter the Hall at any time and the hirer must advise his/her ticket collectors and/or other responsible persons.
- 16) The hirer undertakes to keep the Committee indemnified against all claims, demands, actions, suits, proceedings, costs, damages and expenses made, brought or suffered by any persons admitted to the premises in the course of the hiring.
- 17) All furniture and/or other equipment provided by the hirer and sent to the premises must be unloaded in the car park, placed into position and removed by the hirer at such times as are agreed with the Committee.
- 18) Pyrotechnics (fireworks) and bonfires are **NOT** permitted within the Hall grounds.
- 19) Barbeques may be allowed with prior permission of the Committee and are satisfied that due diligence and care is taken to prevent a fire risk.
Unauthorised use of the Hall for any purpose without prior booking is not allowed and as such will not be covered by Hall insurance. Persons so doing will become personally liable for any damage or accident following such unauthorised use.
- 20) There is a fixed line coin operated telephone situated in the foyer which is operational.
However, it is also recommended that the hirer or a nominated person has a mobile phone whilst in the Hall for emergency use all times. Hirers are advised to check network-operator coverage prior to their booking.
- 21) The Committee reserves the right to alter and amend these conditions of hire and regulations at any time.

Normandy Village Hall: Regular Users Contract.

Part 6- Normandy Village Hall Health & Safety Policy **General Statement of Policy**

Section 1

1. This document is the Health & Safety policy of Normandy Village Hall.

Our policy is to provide healthy and safe working conditions, equipment and systems of work for any of our employees, volunteers and users and to provide all such training and information as is necessary. We also accept responsibility for other people who may be affected by our activities including all users of the community building and contractors who may work here.

2. Health and Safety policy of Normandy Village Hall.

2.1 It is the intention of Normandy Village Hall Management Committee to comply with Health & Safety legislation and to act positively where it can to prevent injury, ill health or any danger or loss arising from its activities and operations.

2.2 Normandy Village Hall Management Committee considers the promotion of the health and safety of its employees at work and of those who may be affected by its activities and operations to be of essential importance.

The Management Committee recognizes that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end it will seek to encourage employees, volunteers, users and hirers to participate in the establishment and observance of Safe Working Practices.

2.3 a) Employees, volunteers, users, hirers and visitors will be expected to recognize that there is a clear duty on them to exercise self-discipline and accept responsibility to do everything they can to prevent injury to themselves or others.

b) However, it is recognised that accidents causing injury may occur and if they do we ask that **ALL** incidents are recorded in the Accident Book which is contained within the First Aid cabinet in the Disabled Toilet. The cabinet contains a First Aid kit which is suitable for minor injuries.

We ask that if any items are used they are recorded in the Accident Book so that they can be replaced.

For more serious injuries it is advised that the Emergency Services are contacted.

c) FIRE EXITS: ALL FIRE DOORS AND EXITS MUST BE KEPT CLEAR AND NOT OBSTRUCTED by chairs, tables and other obstructions at all times.

Signed on behalf of the Management Committee:

Signature: *Ian Rose*

Name: Mr. I. Rose

Position: Chairman - Normandy Village Hall Trustees

Date: 1st October 2016

Normandy Village Hall: Regular Users Contract.

**Part 6- Acknowledgment that the Normandy Village Hall
Health & Safety Policy has been read and understood.**

- This page should be signed by a responsible person of the Hirer and returned to the Booking Secretary

Section 2

Date:2016

Group or Hirer:-.....

Date of Hire:

I have read and understood the Health and Safety Policy of Normandy Village Hall and on behalf of the organisation stated above recognise and accept the responsibility of duty of care for other people who may be affected by our activities to prevent injury to others or ourselves.

Signed on behalf of the above organisation.

.....

Name: (please print)

**Position within the Club/
User Group or Hirer**

Date:

Normandy Village Hall: Regular Users Contract.

Part 7 - BOOKING CONFIRMATION DATES & MONTHLY INVOICE DATES

Name: **Club/Organisation:**

*Large Hall / Small Hall / Meeting Room

Times from-to: *9.00am-1.00pm/ 1.00pm-6.00pm/ 6.00pm-11.45pm * delete as necessary

Month:	Dates:	Total no. of Sessions	Cost per session	Total Payment required by the 1 st of the month
January				Jan:
February				Feb:
March				Mar:
April				April:
May				May:
June				June:
July				July:
August				Aug:
September				Sept:
October				Oct:
November				Nov:
December				Dec:

If any of the above dates, times, charges, etc. are not correct please inform the Booking Secretary immediately.

Transfers by Electronic Banking can be made. For further details please contact the Treasurer on tel 01483 811161. Cheques should be made payable to 'The Trustees, Normandy Village Hall'.

Please write on the back of the cheque the name of your Club/Society/Organisation

Payment should be sent to:

**The Treasurer, Normandy Village Hall,
'Camelot', Guildford Road,
Normandy,
Guildford, Surrey, GU3 2AW**

Kind regards
Dot Towner
Booking Secretary