

NORMANDY VILLAGE HALL

Manor Fruit Farm, Glaziers Lane, Normandy, Surrey GU3 2DT

e-mail: bookings@normandyvillagehall.org

..... 2018

Dear

Club/Society/Organisation.....

This covering letter invites Regular Users of Normandy Village Hall to renew their contract for the year 2018. 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 Booking Confirmation & Invoice showing the dates you have already requested via the Electronic Booking Form for the year commencing January 1st to December 31st 2019. Please check these dates carefully and email our Booking Secretary if you have any queries. This Part also shows the payment schedule and is your invoice for the year.

Part 3. A copy of the Regular User Hire Charges which takes effect from the 1st January 2019 for new regular users and from 1 April 2019 for existing Regular Users. For existing Regular Users, the Hire Charges shown in 2018 contracts will continue to apply up to and including 31 March 2019.

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 the signed copy must be returned to me ideally by scan & email, otherwise by post or hand delivery to Normandy Village Hall marked for my attention. Our letter box is to the right of the entrance opposite the main car park.**

If you have any questions or require assistance on entering your required dates on to the EBS please email me.

Kind regards

Briony Howarth

Booking Secretary

Normandy Village Hall: Regular Users Contract.

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

Normandy Village Hall Management Committee invites Regular Users (Clubs/Society/Organisations) to consider their booking requirements for the period January 2019 – December 2019.

The Committee is prepared to apply Regular User Hire Rates for this period on the following terms:

1. That the total number of bookings by your organisation per annum is **30+ times for Weekly Hirers and 10+ times for Monthly Hirers.**
2. That block bookings can generally only be accepted from Monday to Friday. Saturdays and Sundays will be considered with the agreement of the Management Committee.
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 provided such dates are notified to the Bookings Officer with at least 2 months notice, or if the Management Committee finds it necessary to cancel the hire 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 Fridays, 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.

It should be noted that the Booking Confirmation & Invoice form shows the dates of your bookings and the dates that the monthly payments should be sent to the Treasurer. Payment should be made by bank transfer to sort code 40 52 40 account number 00008704 by the dates shown, quoting the reference as indicated. If necessary, cheques should be made payable to 'Normandy Village Hall'.

IMPORTANT: Payment is monthly in advance. No additional 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 & Invoice Form will be sent.

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 Jon Pick or a Committee member. Phone or text messages may be left on **07793541606**.

Part 2 - BOOKING CONFIRMATION & INVOICE

Name: **Club/Organisation:**

Reference (to be quoted on all payments):.....

*Large Hall / Small Hall / Meeting Room

Times from-to: *8.00am-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.

Your payments should be made by bank transfer to sort code 40 52 40 account number 00008704 by the dates shown. Please ensure you quote the reference shown above together with the month/ year in the format REF/MM/YY. Exceptionally, if bank transfer is not possible, cheques may be sent to the Treasurer at the address below, payable to 'Normandy Village Hall' and quoting the reference on the back of the cheque.

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

Kind regards
Briony Howarth
Booking Secretary

Part 3 – Regular Users Hire Tariffs for 2019**WEEKLY REGULAR USERS: Monday to Friday (more than 30 sessions per annum)**

Session	Main Hall	Small Hall
8am – 1pm	£25	21
1pm – 6pm	£28	25
6pm – 11.00pm	£32	28

WEEKLY REGULAR USERS: Saturdays (more than 30 sessions per annum)

Session	Main Hall	Small Hall or Meeting Room
8am – 1pm	£42	£28
1pm – 6pm	£46	£32
6pm – 11.45pm	£76	£44

WEEKLY REGULAR USERS: Sundays (more than 30 sessions per annum)

Session	Main Hall	Small Hall or Meeting Room
8am – 1pm	£32	£23
1pm – 6pm	£37	£25
6pm – 11.450pm	£44	£30

MONTHLY REGULAR USERS: Monday to Friday (more than 10 sessions per annum)

Session	Main Hall	Small Hall or Meeting Room
8am – 1pm	£28	£23
1pm – 6pm	£30	£28
6pm – 11pm	£35	£30

MONTHLY REGULAR USERS: Saturdays

Session	Main Hall	Small Hall or Meeting Room
8am – 1pm	£46	£30
1pm – 6pm	£51	£35
6pm – 11.45pm	£83	£48

MONTHLY REGULAR USERS: Sundays

Session	Main Hall	Small Hall or Meeting Room
8am – 1pm	£28	£23
1pm – 6pm	£30	£28
6pm – 11.45pm	£35	£30

Occasional Users Hire tariffs for 2019**OCCASIONAL USERS: Monday Friday**

Session	Main Hall	Small Hall or Meeting Room
8am – 1pm	£69	£46
1pm – 6pm	£81	£52
6pm – 11.00pm	£92	£64

OCCASIONAL USERS: Saturday and Sunday

Session	Main Hall	Small Hall or Meeting Room
8am – 1pm	£81	£55
1pm – 6pm	£87	£65
6pm – 11.45pm	£110	£74

Weddings Normandy Residents Only.

based on both halls 9am to 11.45pm **Both Halls: £600** { £400 deposit required to cover any extra cleaning required or damage.}

Occasional Users Hire - Minimum Deposit Returnable Deposit:

If Children's Party or similar

Main Hall: £50.00

Small Hall: £50.00

Adult Party or similar

Main Hall: £100.00

Small Hall: £75.00

If **TENS** required or alcohol is to be sold

Main Hall/ Small Hall/ Meeting Room: £250.00

Normandy Village Hall: Regular Users Contract.

Part 4 – Contact Form for Regular Users for 2019

Name of Club/Society/Organisation:

Secretary or other committee Name:

Member to be contacted in
case of booking query. Address:

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Post Code:

Tel. / mob no.

e-mail address:

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

Address:

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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

Briony Howarth
NVHMC Booking Secretary

Part 5 – Normandy Village Hall Terms and Conditions of Hire for 2019

1. For the purpose of this document the following will apply:

Board - Normandy Village Hall CIO Board of Trustees.

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 Bookings Secretary. For some events the application may have to be put to the Board for approval and may be declined, no reason is required to be given if the application is declined.

3) **Payments:** On receiving the booking confirmation email from the Bookings Secretary, full payment of the total cost of the hire is required **together** with a deposit in case of damage or loss to the halls. Payments should be made by bank transfer in accordance with the details given in the booking confirmation & invoice email from the Bookings Secretary.

Deposit: the deposit will be returned to you after the event providing the rules set out below have been adhered to and subject to the Hirer having supplied their bank details to enable a bank transfer to be set up.

Cancellation: we regret that should you cancel your reservation within two months of the hire date your hire fee will be forfeited. In exceptional circumstances, the Board may waive this requirement at its absolute discretion. No compensation shall be payable by the Board 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.

3) The following rules must be adhered to – failure to comply may result in the deposit cheque being withheld and cashed.

- Hire charges must be paid on time.
- Vacation of the premises must be by the pre-agreed time. Charges per hour will apply if not adhered to.
- 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 the Hirer may be liable for payment of further costs incurred.
- All heating and lighting other than emergency lights must be turned off when exiting the building.
- The Village Hall is a No Smoking building
- The Hirer is responsible for the preservation of order during a function held at the Hall and shall undertake to indemnify the Board against any damage to any persons and to property owned by the Hall.
- At the discretion of the Board an additional amount may be required to offset any damage to the premises and/or to cover the cost of any excess cleaning costs. **If it is found necessary to call the police to a disturbance the Hirer will forfeit all their deposit.**
- All crockery, cutlery, kitchen appliances and equipment are available for use by the Hirer and should be treated with respect and replaced where found.
- 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.

- **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 Premises Licence granted by Guildford Borough Council as the Licensing Authority and to any rules and conditions of use of the premises which the Board 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 Licence and that if, for any reason, the licence shall be revoked or suspended, the applicant shall not have, or make, any claim upon the Board 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.

- **Alcohol, Music and Public Performances:** Hirers should consult the Premises Licence Notes displayed in Normandy Village Hall and on the website www.normandyvillagehall.org to determine whether their proposed activities require a 'Temporary Event Notice' (TEN) from Guildford Borough Council. **A TEN may only be obtained with the specific written permission of the Board.** 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.
- **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.
- **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 www.musicworksforyou.com.
- **Decorations:** Decoration of the Hall may be permitted only by prior agreement with the Board. 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.
- The Board reserve the right to enter the Hall at any time and the Hirer must advise his/her ticket collectors and/or other responsible persons.
- The Hirer undertakes to keep the Board 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.
- 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 Board.
- Pyrotechnics (fireworks) and bonfires are **NOT** permitted within the Hall grounds.
- Barbeques may be allowed **subject to specific prior permission in writing of the Board** who will need to be 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.

- There is no fixed telephone in the Hall and it is 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.
- The Board reserves the right to alter and amend these conditions of hire and regulations at any time.

**Normandy Village Hall CIO
Terms and Conditions**

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 CIO 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 CIO 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 Board 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.**

d) **Any portable electrical appliances brought into the Village Hall must have a valid certificate attached to it stating that it has been tested and approved for use within the previous 12 months.**

Signed on behalf of the Board:

Signature: *Roshan Bailey*

Name: R. Bailey

Position: Chair - Normandy Village Hall CIO Board of Trustees

Date: 9 December 2018

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:2018

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.

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Name: (please print)

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

Date: