

COMPLETE & KEEP FOR REFERENCE

- Application made for booking a) Main Hall
b) Small Room
c) Kitchen, with full cooking facilities
d) Kitchen, with partial facilities

Fromam/pm on

To.....am/pm on

Drinks licence to be applied for by
(Name in BLOCK CAPITALS)

Performance licence to be applied for by.....
(Name in BLOCK CAPITALS)

Please return the application form to the Bookings Secretary:

Mrs E. Rollin

St Alkmund's Church Office, Parish Hall, Duffield, Belper, Derbyshire
DE56 4BA

Telephone 01332 840536

Cheques should be made payable to: *Duffield Parish Hall*



DUFFIELD PARISH HALL

by St Alkmund's Parish Church, Church Drive
off Makeney Road, Duffield, Belper DE56 4BA



BOOKING FORM AND TERMS AND CONDITIONS OF HIRING

The Hall is licensed for Public Entertainment and is available for
Children's parties, Celebrations, Classes,
Fund-Raising Events, Public Meetings, Concerts and Club Meetings.
Please contact the Secretary to discuss your proposed event.

Duffield Parish Hall

1. New Charges applicable from after September 2013

- | | | |
|----------------------------|-------------------|--|
| a) <u>Monday to Friday</u> | <u>9am to 6pm</u> | <u>6pm to 11.30pm</u> |
| For Main Hall | £8.75 per hour | 1 hour minimum £13.50
Otherwise £11.45 per hour |

Daytime use for commercial purposes £11.45 per hour, with minimum of 2 hours.

- | | | |
|----------------|----------------|----------------|
| For Small Room | £6.75 per hour | £8.75 per hour |
|----------------|----------------|----------------|

The Frank Wright Room is available, the Mason Room is no longer available

- | | |
|---|-----------------|
| b) <u>Saturday & Sunday up to 11.30pm</u> | |
| For Main Hall | £16.10 per hour |

For the Frank Wright Room £8.75 per hour

The small room is let at half price when booked together with the Main Hall

Reduced rates for any of the above may be agreed for regular bookings

- | |
|---|
| c) Full Cooking Facilities are available at a charge of £33.60 |
| d) Partial use of Kitchen – making hot drinks, use of refrigerator and washing-up £6.75 or by agreement |



NB *The maximum number of persons permitted in the building is 150.*

SMOKING IS NOT PERMITTED ON THE PREMISES

2. Half of the hiring costs, non-returnable, to be paid at the time of booking, with the remainder 1 week in advance of hiring on receipt of invoice. In the event of a booking made more than 6 months in advance, where the charge has increased by the time of the event taking place, the balance payable will include the increased charge.
3. The hirer is responsible for any loss or damage arising out of the hiring.
4. No fixtures, fittings or posters are to be attached to any surface of the hall without authority.
5. **All rubbish and litter arising from the hiring is to be taken away from the hall, churchyard and surroundings immediately after the hiring by the hirer. Any property of the hirer may only be left on the premises by prior agreement with the Secretary.**
6. The hirer shall be deemed to be in charge and responsible for the conduct of persons using the Hall under a hiring agreement. The hirer shall be present at **all** times and responsible for the use of the premises.
7. The hirer shall be responsible for the security of the premises. He/she shall ensure that all doors and windows are locked when vacating and return the keys to the Secretary, if this has been agreed.
8. Hirers shall familiarise themselves with the position and method of operation of the fire extinguishers and of the exit doors. The exit doors should be unbolted before a booking and bolted again afterwards. In an emergency, the necessary services shall be called and the Secretary informed as soon as practicable.
9. **To comply with Food Safety Regulations any hirer intending to supply food or refreshments should ensure that this is carried out by persons suitably trained in the preparation and provision of food.**

The hirer should also ensure that food handlers practise good hygiene and are not suffering from any infectious illness. Food Hygiene advisory leaflets will be supplied. No food or drink shall be left out at the end of the hiring. The refrigerator is to be used for food only. Please do not alter the refrigerator temperature settings. Wine is to be cooled in cold water using the buckets provided. Hirer to supply own tea-towels and cooking knives if required.

10. Tables, furniture and kitchen, particularly the cooker if used, must be left clean, everything put away as found and the floors swept clear. All spillages must be cleaned up immediately using water with mop & bucket if necessary and dried with the paper towelling from the kitchen. No unauthorised cleaning agents are to be used. A list of the approved agents is to be found in the kitchen. No other cleaning agents or substances bearing hazard warnings are to be brought into the Hall.
11. No drunken or disorderly person shall be permitted to enter or remain on the premises.
12. No unlawful games shall be permitted.
13. The hirer shall obtain and pay for any necessary licences or permissions in respect of the sale of intoxicating liquor or the performance of any play or music and the use of any copyright material and shall state on the application form, if such licences or permissions are to be obtained, the name/names of the applicant/s. Licences are not needed for private parties where admission is by personal invitation only and no charge is being made.
14. Any damage to the building, any loss or damage to any of its contents and any irregular occurrence arising during a letting shall be reported as soon as is practicable to the Bookings Secretary, whose name is given overleaf. Serious accidents leading to death or injury connected with work on the premises will be reported to RIDDOR by the Secretary.
15. If, during a letting, any of the facilities provided becomes faulty, for example, if an electric light should fail, such failing shall be reported as soon as is practicable to the Bookings Secretary. There is also a log book for the reporting of failures, accidents or incidents in the broom/alarm cupboard.

To comply with the entertainment licence regulations, when more than 50 chairs are set out in rows, they must be fastened together in sets of 4 or more by the hirer, using the clips provided.

Booking Form (to return)

To be returned to the Bookings Secretary.
Mrs E. Rollin, St Alkmund's Church Office, Parish Hall, Duffield, Belper, DE56 4BA

**APPLICATION FOR HIRE OF ROOMS IN
DUFFIELD PARISH HALL**

- I apply for use of the
- a) Main Hall
 - b) Small Room
 - c) Kitchen, with full cooking facilities
 - d) Kitchen, with partial facilities

For the purpose of

Fromam/pm on

To.....am/pm on

Drinks licence to be applied for by
(Name in BLOCK CAPITALS) (IF NECESSARY)

Performance licence to be applied for by.....
(Name in BLOCK CAPITALS)

Name and Address of Hirer (IN BLOCK CAPITALS)
.....
.....
.....Post CodeTelephone

I accept the terms and conditions of hire of Duffield Parish Hall

Signature

Date