

## FREELAND HALL BOOKING FORM – 2018

Please find overleaf a copy of the “Conditions of Hiring the Hall” which we would ask you to read carefully.

Please note there is a deposit required of £100 for all occasional bookings which must be paid as soon as the booking is confirmed. This deposit will be banked, but refunded if the terms and conditions are met. The balance is to be paid in full not less than 14 days prior to the date of the function.

**\* Date of proposed function:**

(for multiple dates please complete next page)

**\* Venue - please tick below as appropriate**

Freeland Hall

The Newell Room

Changing rooms

Name:  
Dr/Mr/Mrs/Ms/other

Title:

Address:

Postcode:

Telephone: Home

Telephone: Mobile

Email:

Nature of function:

Approx number of guests:

**Times: Please ensure times given include ACTUAL times of use.  
You must include time for setting up and clearing away.**

Time of proposed function:

All Day  
8.00am - midnight

Morning  
8.00am - 1.00pm

Afternoon  
1.00pm - 6.00pm

All evening  
6.00pm - midnight

Please note: Friday and Saturday evenings bookings are taken for the full evening only, 6.00pm to Midnight.  
Bookings for the Newell Room and changing rooms are on an hourly basis

Or

Start time:

Finish time:

Total Hours:

Temporary event notice needed  
(for alcohol sale - please see Conditions of Hiring the Hall)

Yes/No  
Please circle as appropriate

£100 Deposit Enclosed

Yes/No  
Please circle as appropriate

All payment, including deposits, may be made by Bank Transfer: Sort Code: 30-99-78  
Account Number: 59402568 (preferred method) **Please quote surname and date of event on Bank Transfer reference** Cheques should be made payable to: Freeland Village Hall Bookings.

**Please write the date of your event on the reverse of the cheque.**

**I have read and agree to the terms and conditions for hiring Freeland Hall, and agree to comply to these and the fire regulations, as stated overleaf:**

Signed:

Date

Please return to: [freelandhall@gmail.com](mailto:freelandhall@gmail.com) or post to  
Clare Mullett, 46 Broadmarsh Lane Freeland Witney Oxon OX29 8QR  
For bookings or further inquiries including invoices please email [freelandhall@gmail.com](mailto:freelandhall@gmail.com) To speak to the  
booking secretary, please telephone Clare Mullett on: 07501 270 526 [www.freelandhall.co.uk](http://www.freelandhall.co.uk)



## FREELAND HALL - FACILITIES

### SUMMARY

#### Alarm in foyer

- This is not connected to fire station or police
- If the alarm rings, please evacuate the hall
- Call fire service/police - mobile signal across the road
- Reset button/key to turn off on top of alarm box - look around building for red flashing lights

#### Storeroom - furniture for inside use only

- 100 adult chairs
- 24 tables - 153cm x 61 cm (For large functions it may be necessary for you to hire extra tables)
- 34 toddler chairs
- 12 low toddler tables - 91.5cm x 61cm
- Unfortunately the toddler equipment is not available for hire - insurance issues
- There is a display board for use in the hall - W180cm x H120cm
- Please store all furniture back as plan on wall in storeroom
- The coat stand which can be moved into the most appropriate position for your event

#### Music system

- Instructions on inside of storeroom door
- Turn on socket middle of back wall in hall
- Cable on top of amplifier
- Plug into socket in hall to right of door to storeroom
- Sound plays through speakers

#### Music monitor

- Above the kitchen door
- Switch on just through door to kitchen
- Green "ear" indicates sound level acceptable
- Amber circle - just about acceptable
- Red circle - turn sound level down - please consider the neighbours

#### Microphone

- There is a microphone available - please let booking secretary know in advance if this is required - 9V battery required

#### Kitchen

- Dishwasher - 15 minutes to heat up - 5 minute wash - please empty of water - see instructions - large switch on wall to turn on appliance
- Water heater - plumbed in - turn on - unlimited water in 15 minutes
- Oven - large switch on wall to turn on appliance
- Warming oven - up to 110°
- Two fridges and one table top freezer
- Crockery and cutlery for 100 including sugar bowl and jugs
- NO glasses available
- NO catering equipment available - need to bring tea towels, sharp knives, pots and pans, serving bowls and spoons etc
- First aid kit
- Safety shutter for hatch - if fire alarm goes will come down automatically
- Checklist for cleaning/tidying in the kitchen

<p>Main hall</p> <ul style="list-style-type: none"> <li>• Safety - unlock doors to garden if large number of guests</li> <li>• Please use hooks on beams for decoration, no sellotape or blu tac</li> <li>• Velux roof windows can be opened - switch on wall by doors to main hall</li> <li>• Emergency cord in toilet for disabled / reset button to left of door into main hall</li> <li>• Variety of lighting to suit any ambience</li> <li>• No candles</li> </ul>
<p>Cupboards in main hall</p> <ul style="list-style-type: none"> <li>• Craft cupboard</li> <li>• Cleaners cupboard - all cleaning equipment provided for your use - also - store of toilet rolls, bin bags, etc</li> </ul>
<p>Garden</p> <ul style="list-style-type: none"> <li>• Hirers/parents responsibility to ensure safety of children at all times</li> </ul>
<p>Access</p> <ul style="list-style-type: none"> <li>• Key safe outside the hall - you will be contacted mid-week before your event with the instructions key code and a few reminders. You will also be given the name and contact details of a committee member who will be on duty during your event.</li> </ul>
<p>Leaving the hall</p> <ul style="list-style-type: none"> <li>• Please use the checklist in the kitchen and inside the cleaner's cupboard to ensure that you have left the hall in a suitable condition for the next user. Make sure all doors are locked.</li> <li>• All recycling waste should be taken away and not left in the skip</li> </ul> <p><b>The hall will be checked after each event and the deposit fully refunded if the hall is left in good condition</b></p>

# CONDITIONS OF HIRING THE HALL

## **Booking conditions:**

- a. The person booking the hall is also responsible for payment.
- b. Regular (repeated) bookings can be taken on weekdays only.
- c. Payments for regular weekly bookings should be made monthly or termly as agreed.
- d. The balance of payment must be made 14 clear days in advance of use of the hall.
- e. A deposit of £100 is required at the time of booking for occasional (non-regular) bookings. This will be forfeited in whole or part in case of damage, failure to clear up the hall after the function, failure to stop the function by midnight or cancellation (other than in the event of national disaster, very bad weather or at the Committee's discretion). If damage is caused that exceeds £100 to repair, the person booking the hall will be responsible for the full extent of the repair costs.
- f. The premises licence and fire regulations dictate that the maximum capacity of the hall is 100 in total. If by chance the numbers exceed 100 e.g. in the event of an open public meeting the catches on both of the fire doors leading to the patio must be unlocked to enable both leaves of the doors to swing open when pushed in an emergency.

## **Management of events:**

- a. The person hiring the hall or a person designated as supervisor of an event shall ensure effective overall management of regulated entertainment. This includes monitoring noise levels outside the premises, to ensure that noise from such activities is effectively inaudible inside neighbouring premises after 11 p.m. All external doors and windows in areas where any regulated entertainment (other than incidental background music) occurs are to be kept shut during these activities. Persons holding dances/receptions etc. at which music and alcoholic beverages are available are asked to show due consideration to those who live near the hall.
- b. For teenage discos and/or parties, bookings must be made by parents who will be held responsible for supervision and any damage caused. A zero tolerance approach to alcohol should be adopted when under 18's parties are booked with checks made that no alcohol is brought on to the premises or consumed in the car park.
- c. The function in the hall must cease by midnight at the latest and the hall cleaned and tidied, the hall securely locked and keys returned to the key safe. The regulation applies to all days of the week. If users wish to clean the hall the following morning, a separate booking must be made in advance except for wedding bookings where the evening before from 6.00pm and the day after until 11.00am are included.
- d. No smoking is allowed in the hall.
- e. No candles or naked flames are allowed in the hall.
- f. The Committee has a right of entry if they have reason to think that the conditions of hire are not being observed. Furthermore, the Committee reserves the right to refuse or revoke any booking.

**Alcoholic beverages:**

- a. Alcohol must not be sold on the premises unless those booking the hall have obtained a licence to do so. This will normally be issued by WODC under a "Temporary Event Notice" (TEN). For a standard TEN, two copies of the application form must be sent to the Licensing Authority (West Oxfordshire District Council, Elmfield, Witney, at least ten working days in advance with the fee of £21 (cheques made payable to West Oxfordshire District Council). "Ten working days" means ten working days exclusive of the day on which the event is to start, exclusive of the day on which the notice is given and exclusive of weekends and Bank Holidays. Also, one copy must be sent to the Police and Environmental Health on the same day. For further details and addresses see:  
<http://www.westoxon.gov.uk/files/download/8896-4750.pdf>
- b. If a Temporary Event Notice is obtained, a copy must be given to the Booking Secretary, as only 12 are permitted in a 12 month period. For functions where admission is charged but no "Temporary Event Notice" is held, alcohol must not be brought and consumed on the premises without the express consent of the Committee.
- c. For Freeland Village Clubs and Groups for which consumption of alcohol is an incidental part of an event, it may be possible for the event to be licensed under the auspices of the Hall Premises Licence, provided that, in the judgement of the Booking Secretaries, the event needs no supervision by the Hall Trustees. Clubs and Groups should apply in writing at the time of their booking application to the Booking Secretaries with a clear statement of what is intended by way of alcohol consumption and who will be responsible in the Club or Group for behaviour and control of alcohol consumption at the event. The person responsible must be a Freeland Village resident.
- d. Alcohol drink measures: When alcohol is sold or supplied on the premises, drinks must be available in the following measures: beer or cider – half pint; gin, rum, vodka or whisky – 25ml or 35ml; still wine in a glass - 125ml. Those serving drinks must make customers aware of the availability of these measures.
- e. Age verification policy: People who appear to be under the age of 18, must be asked, before being served alcohol, to produce identification showing their photograph, their date of birth and a holographic mark. Examples of acceptable ID include: photo card driving licences, passports or proof of age cards bearing the PASS hologram or other forms of ID which meet the criteria laid out above.
- f. Drunk and Disorderly Behaviour and Supply of Illegal Drugs. The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk or to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

**Condition of the Hall:**

- a. Anyone finding the hall in an unsatisfactory condition must notify the booking secretary immediately or in his or her absence another member of the Committee. The complaint will be investigated and the findings reported to the Committee.
- b. When cooking in the kitchen, users must ensure that the cooker hood ventilation system is used to prevent condensation (and slippery floors) occurring elsewhere in the hall.
- c. It is a requirement of the hall insurers that prior to the premises being vacated, a thorough inspection be made to ensure that all waste materials have been emptied into the outside containers.
- d. In the unlikely event of the hall being closed at short notice, for any reason, full refunds will be given.

## FREELAND HALL CHECK LIST

**The hall, kitchen and toilets must be left in a clean and tidy condition for the next user. This is expected from all people using the hall.**

**Cleaning implements including a vacuum cleaner, mop, brooms, cleaning cloths and rubbish bags, are stored in the right-hand side cupboard of the hall.**

<b>Tasks – please ensure;</b>	✓
<ul style="list-style-type: none"> <li>• all outside areas are free of cigarette stubs or litter</li> </ul>	
<ul style="list-style-type: none"> <li>• all exterior and internal lights have been turned off</li> </ul>	
<ul style="list-style-type: none"> <li>• all external doors are locked including external doors from kitchen area, and that latches are down on doors to garden</li> </ul>	
<b>Hall and entrance hall</b> <ul style="list-style-type: none"> <li>• the floor has been swept and is free of hazards and litter (Any spillages should be mopped with a slightly damp cloth and wiped dry)</li> <li>• all windows and fire doors are shut, including the doors to the storage area</li> </ul>	
<b>Kitchen</b> <ul style="list-style-type: none"> <li>• work surfaces and wiped clean and floor is swept</li> <li>• fridge has been emptied</li> <li>• dishwasher has been emptied of crockery <u>and</u> water – see instructions on wall</li> <li>• all electrical appliances have been switched off ie                cooker and hood                water heater                dishwasher                <u>not</u> fridge or freezer</li> <li>• bin has been emptied</li> <li>• <b>items for recycling have been taken away</b></li> <li>• sufficient kitchen roll available for next hirers (Spares in the cupboard)</li> </ul>	
<b>Toilets</b> <ul style="list-style-type: none"> <li>• toilets are all flushed</li> <li>• the bins are emptied</li> <li>• there are sufficient toilet rolls in place for next users (Spare toilet rolls in the cupboard)</li> <li>• there is sufficient soap for hand washing for next users (Spares in the cupboard)</li> </ul>	
<b>Storage area</b> <ul style="list-style-type: none"> <li>• table tops are cleaned thoroughly</li> <li>• tables and chairs stacked appropriately as per plan on wall in storeroom</li> <li>• floor clean</li> </ul>	
<b>Music System</b> <ul style="list-style-type: none"> <li>• Switched off and cable placed in store room.</li> </ul>	

**If the hirer does not leave the hall in an appropriate condition the deposit will be forfeited  
By order of Freeland Village Hall Management Committee**

# FIRE SAFETY REGULATIONS

## **No candles or naked flames are allowed in the hall**

As the responsible person for hiring the hall, you have legal duties with regard to the safety of people attending the event:

### **Before the event or function you MUST check:**

1. The arrangements for escape if the fire alarms sound, including the identification of key escape routes.
2. Any special arrangements needed for the safe evacuation of people identified as being especially at risk, such as those with disabilities, and children.
3. The position of the fire extinguishers in all rooms.
4. That all escape routes are clear of obstructions and combustibles.
5. That you are familiar with the assembly point (the playing field beyond the patio to the East of the hall) in the event of evacuation.
6. The method you would use to call the emergency services if necessary.
7. The number of people who will be using the hall: Note: the hall is designed for 100 people (seated and standing). If a large number of people are present, the latches on the escape doors from the hall must be in the open position to allow both leaves of the doors to be pushed open in an emergency.

### **At the start of the event you MUST make all people present aware of:**

1. The arrangements for escape if the fire alarms sound, including the identification of key escape routes.
2. Any special arrangements in place for the safe evacuation of people identified as being especially at risk, such as those with disabilities, and children.
3. The need for all escape routes to be kept clear of obstructions and combustibles.
4. The assembly point on the playing field in the event of fire.

# OTHER INFORMATION

## **Accessing the hall**

There is a key safe outside the hall by the side entrance to the kitchen. You will be sent the instructions for using the key safe before your event, along with the current code.

## **“On Call”**

A member of the committee will be “on-call” at the weekends. You will be sent the contact details along with the details for accessing the hall prior to your event. You may call this person if necessary. Please remember that all committee members are volunteers.

## **Re-cycling**

We do not have facilities for re-cycling at the hall due to the high cost of extra facilities. Consequently, we ask all hirers to take their recycling away with them.