

## APPLICATION FOR THE HIRE OF BUDOCK VILLAGE HALL

Name of Applicant: .....

DAY and DATE Required: ..... TIME: From: ..... To: .....

Please clearly indicate which rooms are required:

MAIN HALL: Yes/No..... LOWER HALL: Yes/No..... COMMITTEE ROOM: Yes/No..... KITCHEN: Yes/No.....

What sort of event do you wish to hold? .....

Are the **folding tables** required? Yes/No..... If YES, how many: ..... (They are stored in the right hand cupboard at the rear of the main hall. Please ensure that they are clean before returning them to the store).

Is the stage required? Yes/No..... **Please note** that if the stage is required, an extra fee of £10 is payable.

The **KEYS** are obtainable from either THE TRELOWARREN ARMS pub, just up the road from the Hall, or during daytime hours from BUDOCK VILLAGE STORES. Please collect and return the keys to the same place.

**FEE** enclosed: £..... The main car park is at the rear of the hall.

### PLEASE NOTE:

£1 coins are needed for the electric cookers and water boiler. (The meters are in the cupboard in the front lobby).

**NO** Bouncy Castles are allowed due to danger with overhead lights. See attached Information in case of FIRE.

**NO** device is allowed that emits SMOKE or FLAMES e.g. Fireworks, Sparklers or Disco Smoke.

**CLEANING** – It is important that you leave the Hall clean and tidy as you found it and ready for the next booking. Due to the high volume of Hall usage it is not always possible to clean the Hall between bookings. Brooms, brushes and mops etc. are located in the room to the left of the lobby area inside the front doors.

**I agree to be answerable** for any damage done to the building or its contents during my occupation, to pay the amount of damages assessed by the Committee upon demand, and to abide by the Conditions of Hire.

Signature of applicant: .....

Address: .....

Telephone number: ..... Date: .....

Organisation (if applicable): ..... Position in organisation: .....

**To confirm your booking**, please forward the completed form together with the fee to:

The Treasurer, Budock Village Hall, C/O Poor House Cottage, School Lane, Budock Water, Falmouth TR11 5DJ

Tel: 01326 372293. Email [budockvillagehall@gmail.com](mailto:budockvillagehall@gmail.com)

**Cheques should be made payable to Budock Village Hall.**

## **PLEASE RETAIN THE ATTACHED INFORMATION FOR USE ON THE DATE OF HIRE**

### **INFORMATION TO BE RETAINED BY HIRER**

Keys obtainable from Budock Village Stores or The Trelowarren Arms – just up the road from the Hall.

Car park – main car park is situated at the rear of the hall.

£1 coins are needed for electric water boiler and cookers (coin meters are in the cupboard in the lobby).

Please report any breakages or defective equipment to the Bookings Secretary so that repairs and/or replacements can be arranged as soon as possible.

### **ACTION IN EVENT OF FIRE/FIRE ALARM**

1. Raise the alarm by operating any one of the manual fire alarm call points situated:-
  - Inside the front door;
  - Inside main doors to Hall;
  - By the stage exit;
  - By rear exit downstairs.
2. When the fire alarm sounds, immediately evacuate the building by the nearest safe exit and assemble in Merrymit Meadow opposite the Village Hall.
3. Telephone the Fire and Rescue Service by dialling 999.
4. Fire-fighting equipment is located in the following areas:
  - In the entrance lobby;
  - In the kitchen;
  - By the exit near the stage;
  - By the emergency exit (downstairs);
  - By the exit door in the lower hall.

### **THIS EQUIPMENT SHOULD ONLY BE USED BY COMPETENT PERSONS**

5. Report anyone missing to the Fire and Rescue Service. Do not return to the building until authorised to do so.

## REGULATIONS, CONDITIONS OF HIRE AND GENERAL INFORMATION

For an entertainment event a "Temporary Events Notice" may be needed. This can be obtained from the local authority, and the fee is to be paid by the hirer. Please check any requirements when booking.

Heating is provided by radiators. Please do not adjust them as they are controlled by programmed thermostats. Extra overhead electric heaters are situated in the main hall, and £1 coins for the meter in the lobby cupboard are required if those heaters are used.

All doors must be kept unlocked and unbolted when the Hall is in use, and the gangways kept clear.

No moveable lights are permitted.

Any FIRST-AID requirement is to be provided by the hirer.

**Maximum Occupancy:** - Main Hall - closely seated audiences **140**; general use **130**; used with substantial tables and chairs **65**. Maximum seating capacity in the Lower Hall is **30**. Seating capacity in the Committee Room is **18**.

**CLEANING:** It is important that you leave the Hall clean and tidy as you found it and ready for the next booking, as it is not always possible to clean the Hall between bookings. Brooms, brushes and mops etc. are located in the cloakroom to the left of the lobby area inside the front doors.

£1 coins are needed for the electric cookers and water boiler.

**NO** Bouncy Castles are allowed due to danger with overhead lights. See attached Information in case of FIRE.

**NO** device is allowed that emits SMOKE or FLAMES e.g. Fireworks, sparklers or disco smoke.

No portion of the Hall is to be sub-let without the prior consent of the Management Committee.

The right to cancel any letting is reserved if, in the opinion of the Committee, the Village Hall is required for any other purpose in the interest of the Parish. Booking fees would be refunded as appropriate.

All damage to the Village Hall or property therein will be assessed by the Committee and is to be paid for accordingly by the hirer, who will take responsibility for the contents of the Hall on occupation.

The Committee accepts no responsibility for personal or property loss, injury sustained, or damage to clothing etc. during any hiring of the Village Hall.

Alcoholic drinks are not to be consumed on the premises without the express permission of the Management Committee.

All booking applications are to be addressed to and dealt with by the Bookings Secretary, but if the Secretary finds difficulty in granting any particular application it will be dealt with by the Committee. The Committee have absolute discretion to approve or reject applications for the hire of the Hall for any purpose or by any individual or organisation, without any reason having to be given.