

Great Houghton Parish Council - Hall Hire

If you have a suitable app then you can fill in this form on your device and then print it. If you do this please remember to sign it by hand on page 2.

Your Contact Information	
Name of applicant / organisation	
Named contact (only applicable if this is on behalf of an organisation. Please enter "N/A" if not relevant)	
Address of applicant / organisation	
Postcode	
Phone Number	
Email	

Hire / Event Details				
Please tick requirements	Main Hall	Lounge	Kitchen	
Date and day of week required				
Start/ finish times	Start		Finish	
Purpose of booking				
Estimated number of persons attending				
Will there be music, singing, dancing?	Yes	No		
Will there be a charge for admission?	Yes	No		
Will the public be admitted?	Yes	No		
Will any proceeds be donated to charity?	Yes	No		
If "yes" please enter the name and address of the charity if different from the above (enter N/A if not applicable). Please include Postcode				

Declaration

I, the undersigned, being the HIRER or accredited representative of the hiring organization, do hereby undertake to ensure that:

- a. myself or a nominee is present to ensure that the Parish Council's regulations (a copy of which I have been given) and all licensing requirements are observed at all times
- b. security of the premises is in accordance with arrangements made with the caretaker
- c. any damage of any equipment, furnishings, crockery, cutlery etc, i.e. broken or missing, is made good, and the replacement value paid
- d. adequate insurance cover is in place
- e. if children and / or vulnerable groups are using the facilities, the supervisors have undergone the appropriate CRB checks.
- f. I have also read and agree to abide by the terms and conditions as contained in this document (these can be found on the following page).

Print (or type) name

Date

Signature (Can be typed if submitting by email. If printed, it should be signed by hand. See below)

To be completed ONLY if submitted by email:

In **typing** my name in the signature field above and **submitting by email** I accept that it is to be considered my digital signature in this instance.

The email I have entered above is also the email I have used to send this form.

I also understand that payment will still need to be made in person or sent as a cheque.

I accept and understand the above statements

If using email, please send to clerk@greathoughtonparishcouncil.org.uk

Completing the form on computers etc.

Some PDF readers enable you to fill in forms on computers, tablets, phones etc. If you are able to do this then you can complete it, print it then **sign it by hand**.

Alternatively, you can complete the form, type your name, save it then email it to us. By ticking the box below the signature field you acknowledge that this shall be considered as a digital signature and as such is legally binding. **A typed signature is not valid if submitted as hard (printed) copy.**

If printing, once completed, please send a hard copy to **along with payment** to:

Great Houghton Parish Council, c/o 12 Spring Lane, Carlton, Barnsley, S71 3EX.

Alternatively you can hand it in at or post it to the hall itself (**remember to include payment**):

Rotherham Rd, Great Houghton, Barnsley S72 0EG

Please make cheques payable to Great Houghton Parish Council.

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Terms and Conditions

The hirer of the premises, as indicated and signed on the booking form, is responsible for ensuring compliance with the Parish Council's requirements, including all licensing laws and regulations. In addition to the conditions appearing on the booking form, the following must be observed and / or complied with:-

1. The main hall, kitchen, lounge, toilets etc should be left in a tidy condition. Crockery, cutlery, glassware etc used should be washed and put away. All rubbish should be collected and placed in bin liners (where appropriate) for disposal.
2. When public entertainment is taking place, the hirer must ensure that he / her, or a nominee (who shall be over 21 years of age) is in control and is assisted by two attendants, who will act in the case of any emergency.
3. The person in control (the hirer or his / her nominee) shall be responsible for summoning emergency services in the event of a fire or other emergency. The exchange telephone line is located in the kitchen.
4. The person in control (the hirer or his /her nominee) shall be responsible for evacuating the premises in the event of an emergency to the designated Fire Point - Stonebridge Lane.
5. The person in control (the hirer or his /her nominee) shall immediately after contacting the emergency services contact the caretaker informing them of the emergency.
6. All entrances and fire escape routes shall be kept free from any sort of obstruction.
7. The level of noise emanating from the entertainment on the premises shall be such that unreasonable disturbance is not caused to persons in the neighborhood.
8. The hirer or his / her nominee shall be responsible for the maintenance of good order and decent conduct during the hours of performance, functions or entertainments, and shall be responsible for any breach or disregard of these conditions.
9. Drunkenness or any other disorderly conduct e.g. drug taking, shall not be permitted therein, nor shall any person be allowed to enter or continue therein when in a state of intoxication or under the influence of drugs.
10. There shall be no exhibition, recitation, acting, singing or dancing which is of an obscene character, or is in any way offensive to public decency or calculated to excite any breach of the peace, tumult or disorder.
11. Occupancy capacity figures - the maximum number of persons allowed in the premises as a whole at any one time must not exceed 180.
12. Whilst the public are present no door affording a means of exit must be locked or fastened in such a way that it cannot be easily and immediately opened from the inside.
13. On those occasions when disabled or handicapped persons are present on the premises, such special arrangements as may be necessary in the circumstances shall be made, so as to enable all persons to leave the premises safely in the event of a fire etc.
14. Only the approved seating and gangway arrangements as agreed by the Fire Authority shall be permitted.
15. No entertainment must be provided which includes effects by smoke, pyrotechnics, naked flames or other similar effect unless prior approval has been granted by the Fire Authority.
16. Any accidents, incidents, interruptions, etc shall be notified to the Caretaker and or Clerk
17. That adequate Insurance Cover is in place where entertainment or activities are provided and copies of such Insurance, provided on request.