

FOLLIFOOT VILLAGE HALL

Registered Charity 1026219, Tofts Lane, Follifoot, Tel: 01423 874248

BOOKING FORM

In order to confirm your booking, within 14 days please return this form duly signed together with one signed copy of the Conditions of Hire to the address at the foot of the page.

Name of Applicant or Organisation*	
Name of Contact*	
Contact Telephone Number*	
Email address*	
Address*	
Day and Date Hall Required	
Time required	From: To:
Purpose for which hall is required	
Approximate Numbers	Adults: Children:
Hire Fee	£

* Your personal data is used solely for the Contract between you and the Trustees for your hire of Follifoot Village Hall.

I confirm that I am over 18 years of age, that I have read and fully understand the Follifoot Village Hall Conditions of Hire and Instructions for Use, and that I will be responsible for the supervision of the premises during the period of hire.

Signed

Date.

A cheque for the full hire charge made payable to Follifoot Village Hall should be sent to the address below to arrive 10 days before the event. Alternatively, direct payment can be made to the Hall's bank account 63000796, sort code 20-37-13, quoting your name as a reference. If payment is made by direct transfer, please email mary@cragghouse.co.uk with confirmation of when the direct transfer has been made. Subject to payment of the hire fee, you will be notified a few days before your event with details of the code, which you will need to unlock the Hall.

Please return this form and a signed copy of the conditions of hire to:

Mary Selka
Hunter's Lodge
Plompton Road
Follifoot
Harrogate
HG3 1DT

FOLLIFOOT VILLAGE HALL

Registered Charity 1026219, Tofts Lane, Follifoot, Tel: 01423 874248

CONDITIONS OF HIRE and INSTRUCTIONS FOR USE OF THE HALL

- Access** Follifoot Village Hall is on a private road behind the Village school. This access road to houses must **never** be restricted or blocked. Access to the Hall is by a NetCode, which will be sent to you by email and SMS if we have your mobile number. The code, * followed by 6 numbers, will only unlock the Hall during your hire period plus 15 minutes either side. Instructions are also on the outside notice board as to how to unlock the Hall.
- Noise** The Hall is surrounded by private houses. Please make sure that sound from your event is reasonable. After 11pm music must be played at lower levels so as not to be audible from outside the Hall and must stop at midnight. The terrace and grass area must not be used after 9pm and the doors onto the terrace **MUST BE KEPT CLOSED** after this time except for access.
- Fire Regulations** In case of fire leave the Hall by the most appropriate exits, assemble on the grass area and ensure all guests are accounted for. Make contact with one of the keyholders named on the outside noticeboard. The Hall's entrance and fire doors must not be obstructed at any time. Note that the curtains may have to be opened to get access to the grass-side fire exits. Check the location of the fire extinguishers, fire blanket and alarm points. The storeroom doors must be kept locked because they protect access to the school-side fire exit. You must read the fire risk assessment on the inside noticeboard or at www.follifoot.org/fire-risk-assessment-2/.
- Equipment** **Cookers:** First lift the cooker tops otherwise the gas ovens don't work. **Dishwasher:** Instruction sheets for the very efficient commercial dishwasher are provided in the kitchen. If you switch it on well before you want to use it so that it heats up, each wash cycle will then take about 3 minutes. Please note that if you fail to empty and clean the dishwasher after use you will be charged £15. **Public Address System:** Prior notice must be given if you want to use this. You will be given a code for the push-button lock. The master switch is in the broom cupboard and instructions are inside on the door. **Music:** You can play music from a smartphone or MP3 player through the PA System from the external input provided. The Hall has a music licence so you are free to play copyrighted music at any event. **WiFi:** The current access code for WiFi is on the noticeboard. It will change occasionally.
- Heating** The switch controlling all the hall heaters is on the left in the Gents toilet. The normal setting of the thermostat on the wall in the main hall is about 20°C.
- Rubbish and bottles** Please take all your bottles, cans and cartons away with you for recycling when you leave. There is a recycling centre for bottles and cans in the community tip on Wetherby Road. General rubbish, in black bin bags, can be placed in the Hall's wheelie bin. **DO NOT USE** the school's green four-wheeled bin nor leave any rubbish bags on the ground. Please take them home or to the community tip.
- Tidying up** Tables must be wiped clean of any spillages and replaced on the trolleys together with the chairs. Please sweep the floor. Please empty the

FOLLIFOOT VILLAGE HALL

Registered Charity 1026219, Tofts Lane, Follifoot, Tel: 01423 874248

refrigerator and the freezer – all food waste must be taken away.

- Leaving the building
- Close all windows
 - Turn off the water boiler in the kitchen **and the heating**, PA System if used, and the lights. Also the dome outside light (the two flood lights are automatic)
 - Check all doors are closed
 - Report any problems, damage or breakages

The Hall may only be used following the submission and acceptance of a completed booking form. The person signing the booking form will be held responsible for any damage caused to the Hall or its contents and for ensuring:

- That the Hall is not used unlawfully. This includes, for example, playing copyrighted home DVDs.
- The Hall is not licensed for the sale of alcohol so if alcohol is to be sold you must obtain a Temporary Event Notice from Harrogate Borough Council. See: <http://www.harrogate.gov.uk>
- Organisations working with children must have a Child Protection Policy.
- That it is the responsibility of the hirer to confirm that any provider of a service such as inflatable play equipment or children's entertainer has appropriate public and product liability insurance
- That paper lanterns and fireworks are banned; as are dogs, except guide dogs.

Sign here:

.....