

LLANDINAM VILLAGE HALL

HALL HIRE FORM & INVOICE

Please retain this invoice for your records

INVOICE NUMBER INVOICE DATE.....

HIRER Organisation:.....

Authorised representative:.....

(Must be 18 years or older)

Address:.....

.....

.....

Post Code.....

Telephone number.....

PREMISES Please delete rooms NOT needed in hiring.

Hall : Kitchen : Bar : Library : Parlour

HIRING FEEPayable within one week after the date of usage.

Please make payment, by cheque if possible, to Llandinam Village Hall.

PURPOSE OF HIRING

PERIOD OF HIRING Date(s).....

Hours

.....

LLANDINAM VILLAGE HALL

REMITTANCE ADVICE

Please detach and return this section with your payment to:-
THE VILLAGE HALL TREASURER, OLD SCHOOL, LLANDINAM, POWYS SY17 5AP

We enclose our payment in respect of INVOICE in the sum of £.....

I have read, understood and agree to comply with the CONDITIONS OF HIRE
overleaf.

Signed.....

Date

Tick here if a receipt is required

CONDITIONS OF HIRE

1. As there is no caretaker for the Hall, the hirers are responsible for cleaning the room(s) used, not later than 12 noon the day after the hiring.
2. No alcoholic drinks are allowed to be brought in. The bar staff have the authority to ask anyone breaking this condition to leave the premises.
3. No intoxicating liquor to be sold to persons under 18 years of age.
4. KITCHEN
 - 4.1. As a safety precaution children under 16 are not allowed in the kitchen at any time.
 - 4.2. Members of the public are not allowed in the kitchen during the preparation and serving of food.
 - 4.3. Kitchen must be left clean with utensils cleaned and returned to their proper place.
5. LAYOUT OF MAIN HALL

The Main Hall shall have no more than 120 occupants at any one time.

 - 5.1. Where theatre-style seating is used there should be a maximum of 13 seats per row and a minimum of 305 mm between rows
 - 5.2. Seats should be clipped together for safety
 - 5.3. At all times adequate gangways should be maintained at a minimum 1.05 Metres.
6. The hirer shall not sub-let the premises nor bring on to the premises anything that may endanger the premises or any insurance policies thereof.
7. Any portable electrical equipment brought into the hall should have a current PAT certificate.
8. The hirer shall be responsible for sound levels of any amplification equipment throughout the hiring and for any costs, claims or proceedings arising from complaints of undue noise or nuisance.
9. If the hirer cancels the booking before the event and the Committee cannot find a replacement booking, the question of payment or repayment of the fees shall be at the discretion of the Committee.
10. The Committee reserves the right to cancel this hiring should the Hall be required for a Polling station in Parliamentary or Local Government election or by-election. The hirer shall in this case be entitled to a refund of hiring fees.
11. At the end of the hiring the hirer will be responsible for turning off the heating and leaving the premises properly locked and secured - unless directed otherwise - and any contents temporarily removed from their position replaced in their original position.
12. The Hirer shall be responsible for any loss of or damage to the premises and contents therein, during the period of hire, fair wear and tear excepted.
13. In the event of any part of the premises being rendered unfit for the use for which it has been hired, or any person losing personal property during the hire, the Committee shall not be responsible to the hirer for any resulting loss or damage whatsoever.

LLANDINAM VILLAGE HALL

GUIDANCE FOR USERS

Access and parking

- Short term parking outside the hall is permitted for delivery and collection only. The main road outside the Hall must be kept clear for emergency vehicles that may require access to the hall.
- Parking is available at the Community Car Park on the A470 some 100 metres away.

Disabled access

- A hearing loop is available on request.
- There is a ramp to the front entrance of the hall.
- A wheelchair accessible toilet is located at the rear of the main hall.
- A stairlift is provided for access to the upper floor.
- A wheelchair is available if required. It is usually located on the first floor.

Health and Safety

- Hirers are required to make sure those attending are familiar with Fire Safety & Evacuation procedures.
- Fire safety and evacuation information is located in each room.
- It is the hirer's responsibility to make sure that those with disabilities are provided for in their own evacuation plans.
- Smoking is not allowed within the building at any time.

Children & Vulnerable Adults

- The hirer should ensure there are enough responsible adults present at any event.
- It is the hirer's responsibility to ensure that any appropriate checks have been carried out.

Heating Controls - see attached

Accident Book location - on the windowsill in the kitchen

First Aid Kit Location - on the windowsill in the kitchen