

# Utkinton Village Hall Letting Form – 2024

**This form must be completed in full by the Hirer and returned to the Hall Booking Secretary either by email or by post.**

**THE HIRER:** The Hirer must be 18 years of age or older. For the purpose of these conditions, the term Hirer shall mean an individual or, where the Hirer is an organisation, the authorised representative.

**It is essential for all Hirers to read the Hall Lettings Policy and the Hall Lettings Agreement (Including those extracts dealing with Alcohol and Play equipment including Inflatables - Bouncy Castles etc) prior to making Hire Arrangements and submitting the Letting Form.**

It is also recommended that all Hirers familiarise themselves with the following documents. Together with the Lettings documents, these are available on the Village Hall Website or on request from the Hall Booking Secretary.

- Utkinton Village Hall Health and Safety Policy (Including Fire Safety)
- Utkinton Village Hall Safeguarding Policy
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A comprehensive Risk Assessment is available on request.

Utkinton Village Hall, together with the adjacent car park, is to be let by the Utkinton Village Hall Management Committee (UVHMC) on Licence. Note Parking is limited at the Hall (circa 9/10 spaces). Further parking is available at Rose Farm, however this must be with prior arrangement.

This letting agreement does not grant any rights under the 'Landlord and Tenant Acts 1927 Or 1954'

Please give the name of the person completing the form:

Name of Hirer: Individual or Group representative.	
Name of Group if applicable.	
Contact details.	Phone: Email address: Postal address:
Date/s of Hire	
Start and Finish times for hire period. Please include set up and clear away time. (Tables/Chairs/Kitchen/Cleaning)	<b>Start:</b> <b>Finish:</b>  Minimum set-up/clear away time 30minutes before and after event = 1 hour total Large events please allow 1 hour before/after = 2 hours total to be included
Purpose for Hire: Please indicate public or private.	

Anticipated numbers attending. (Not to exceed Hall Capacity of 70)			
Use of Kitchen facilities/equipment, note all breakages to be paid for.	<b><u>YES</u></b>	<b><u>NO</u></b>	
Tables and Chairs Required, note all breakages to be paid for	<b><u>YES</u></b>	<b><u>NO</u></b>	
Catering	<b><u>None</u></b>	<b><u>Own</u></b>	<b><u>Outside</u></b>
WI-FI Access	<b><u>YES</u></b>		<b><u>NO</u></b>
Alcohol sold/served	<b><u>YES</u></b>		<b><u>NO</u></b>
	<b>Note:</b> A Tens License is required if YES. This must be discussed with the Hall Booking Secretary at least 4 weeks prior to event date.		
Childrens' play equipment including Inflatables (Bouncy Castles etc)	Utkinton Village Hall Management Committee and the Charity Trustees does not provide any insurance for the use of any such equipment and cannot accept responsibility in the event of any accident.		
Before the actual booking; the Hirer must provide evidence of appropriate Public liability insurance is in place	Public Liability insurance - evidence received (signed by UVHMC member:		
Hire Charges: <b>Based on the hire period applied for and the cost information please indicate the Hire Costs for your booking here:</b>	<ul style="list-style-type: none"> <li>• Regular club £12.00 per hour</li> <li>• Events £12.00 per hour</li> <li>• Public Meetings/ Parties £36.00 per Session (3 hours – additional hours at £12 per hour)</li> </ul> <p><b>Please allow for set up and clear away time as there is no access before the Hire time agreed and there may be other users to follow your hire session.</b></p> <p><b>The latest time for the Hall to close is 10:30pm.</b></p>		
<b>Payment arrangements: Please indicate.</b>			
BACS Bank: Santander , Sort Code: 09-01-54, Account No: 78866089 Utkinton Village Hall. (Please use your name or club name as the reference)  THIS IS THE PREFERRED ARRANGEMENT			
Cheque made payable to Utkinton Village Hall, delivered to 'The Treasurer, c/o 20 North Brook Road, Utkinton CW6 0LS'			
Cash, payable in a sealed envelope to the Treasurer at the start of the letting period or, by agreement against invoice if the arrangement is for a number of hire periods			

**KEYS:** The Hirer will be provided with a Key for the Hall at the beginning of the letting period and arrangements will be made with the Hirer for collection and return of the Key on receipt of the Letting Form. Please contact the Hall Booking Secretary, Sue Richardson (07921 774010)

I have read the Lettings Policy and the Lettings Agreement and agree to abide by the arrangements, Terms and Conditions therein. I will have due regard to the Health and Safety Policy and understand I have access to a full Risk Assessment on request.	
<b><u>Signature: Hirer:</u></b>	
I have read the UVH Lettings Policy and Letting Agreement.	<b>Date:</b>
<b><u>Signature: On behalf of the Utkinton Village Hall Committee</u></b>	<b>Date:</b>

**A Checklist for Hirers for the end of session arrangements is attached to this form and must be actioned. Thank you.**

Hirers are kindly asked to make sure that the following actions are completed at the end of the hire session and before leaving the premises. Thank-you.

- All equipment used, including tables (wiped) and chairs, to be packed away safely and in the correct place at the end of the hire period.
- Please ensure that the Hall floor is left in good condition (ready for the next user). Sweep or mop the floor to remove any crumbs etc. (Cleaning equipment will be found in the cleaning cupboard).
- All breakages must be reported to the Committee.
- Taps must be turned off in the kitchen and toilets.
- The cooker and all other kitchen appliances, including the urn, kettles and any portable appliances must be turned off or disconnected where possible at the mains with the exception of the fridges. The kettles and urn must be emptied of water.
- Any cutlery or crockery etc. that you have used must be washed, dried and put away.
- The fridges must be emptied of ALL food/drink unless prior arrangements have been made with the Committee, whence any such items must be labelled (or they may be removed and destroyed)
- All lights, except emergency and security lights must be switched off
- Any internal doors and cupboards previously locked must be relocked
- The hall, toilets and the kitchen (if used) must be left clean and tidy. Waste bins must be emptied and excess rubbish removed from site.
- On leaving the building all rooms including the toilets must be checked to ensure windows are shut and locked and there is no one is left in the building.
- When you leave, check that all fire doors and the kitchen hatch are closed.
- Please note any comments you may have in the visitors' book in the kitchen.
- Lock the outer doors.
- Check the car park
- Return the key

Thank you for your cooperation.

**Utkinton Village Hall Management Committee.**