**Cleeve Prior War Memorial Hall**

**Application For Hire**

**Name:……………………………………………………… Address: ……………………………..**

 **………………………………**

 **.………………………………**

 **Tel No: ..………………………………**

**Organisation:………………………………………………… Email: ..………………………………**

**Facilities Available:**

1. The Complete Facility -Village Residents £10 for the first hour and £5 per hour thereafter
2. The Complete Facility- Commercial enterprises and non-village bookings £10 per hour
3. Additional use of the use of the cooker or washing machines £10 per hire
4. The Community Room village meetings Free
5. The Community Room other activities £10 per session
6. Additional use of Projector and Audio equipment £10 per session

Hire of tables, chairs and bottle fridges for offsite use and extended multi day hire on request

**Please note the hire of the hall is free , if the hirer uses the services of the Memorial Hall for the bar**

**Please tick hire requirements.**

**Date required:**

One off hire: date …………………… Time from: ……… to …………

Session Hire: Day …………………… Time from: ……… to ………… Starting Date: ……………………

**For outside hire please state requirements**

**I have read the “Conditions of Hire of the Hall” and agree to abide by them.**

**I accept liability for any claims which may result from failure to fulfil the said conditions.**

**Signed: …………………………………….. Date:………………………………………**

**Conditions of Hire of the Hall**

These conditions are to be adhered to by all users/hirers of the hall and their representatives

The key is available from and must be returned to the Bookings Secretary, Sally-Anne Richards, Hopcroft, Main Street Cleeve Prior, Tel 01789 772359

**Public Liability**

The Memorial Hall Management Committee carries Public liability insurance covering visitors from injury due to the condition of the Hall.

Any hirer for an activity session, involving exercise that could cause injury, must provide evidence of public liability, covering injury to their clients. And take the necessary precautions to ensure their clients’ fitness for the activities.

**In Case of Fire**

It is the responsibility of the person supervising the hire to identify the location of the fire extinguishers and how to use them. In the case of emergency and there not being a signal on a mobile phone, there is a telephone in the downstairs toilet lobby in the window behind the sink.

Should there be an incident, the hirer must ensure that the building is vacated immediately to the far end of the village green, and to notify the Bookings Secretary of the incident.

**The Building**

It is essential that hirers report any breakages or faults to the Bookings Secretary.

The hirer representative must familiarise themselves with the **“Important notice for Hall users**” and **“Hall Closure Checklist”,** and ensure they are complied with after each hire.

Nothing may be fixed to the walls or windows. Notices, pictures and decorations may be fixed to the gloss paint with tape or blue tack ONLY. There are a series of hooks at high level from which decorations may be hung.

The electrical system is regularly checked. However it is the responsibility of the hirer to ensure they understand the location of the fuses and how to reset should the system trip due to overloading. This will be part of an initial induction

There is a disabled chair-lift for those who require it on the front stairs. This should be left on permanently and its use will be demonstrated as part of the initial induction.

It is the responsibility of the hirer’s representative to ensure there is a receptacle outside the front door as an ash tray for those wishing to smoke.

**Bar**

The Alcohol licence at the Memorial Hall is for the management committee only. No alcohol can be sold on the premises without prior agreement of the committee.

**Courtesy to Locals**

Please ensure that all visitors park sensibly and do not block the access to the houses on the Green.

Please do not park on the grass.

It is the responsibility of the hirer to ensure that noise outside the hall is kept to a minimum, especially after 11pm.

**Important notice for Hall users**

**Kitchen area**

**Worcester Boiler in the kitchen:** controls hot water in the kitchen and the toilets and the radiators in the main hall and toilets.

The electrical switch must NOT be switched off at any time. Turning on hot taps will automatically control the boiler and supply hot water.

The controls on the front of the boiler must NOT be tampered with.

**Cooker:** The cooker must be cleaned after use. There are removable silicon sheets in the ovens.

Always consult operating instructions prior to use

**Cooker Hood:** The wall switch must always be switched ON. Local switches on the underside of the hood control fans and lights.

**Fridge:** the switch must always be ON.

**Dish & Glass washers**

The Two units must not be switched on at the same time as the power surge can break the circuit. They must be left empty and clear of any food residue. Please see instructions

**Hostess trolley:** this should be switched OFF when trolley is not in use.

**The Under unit floor heater**: has a switch to the right of the hatch, Turn ON and OFF at this switch as required.

Local heater switches on the front of the heater are to be left in present positions.

**Main Hall**

**Heating and Fans**

The heater is operated by the Thermostat to the left of the hatch doors. The radiators will require c 45 mins to come to temperature.

The fan control is variable speed and is located on the staircase. The up/down switch on the left of the Control switch must NOT be moved from its present position. No circuit is connected to the up position.

**Downstairs**

**Boiler in Disabled toilet**

The Boiler in the toilet controls the central heating to the toilet, lobby, staircase and committee rooms only. Boiler controls must NOT be tampered with, as the system is managed via the web. There is a control in the room for switching on for short periods

All other switches and sockets are clearly marked.

**The Designated Person** from any group, or visitors using any of the building facilities, must ensure that all lights, fans, heaters, etc. are switched OFF, except equipment referred to in 1, 2 and 3 above and the radiator settings on 6, when leaving the building.

Any problems or breakage should be referred to the Bookings Secretary.

**CLEEVE PRIOR WAR MEMORIAL VILLAGE HALL- Hall Closure Checklist**

**Hirer:**………………………………………**Date:**……………………………….

|  |  |  |
| --- | --- | --- |
|  | **Main Hall** |  |
| 1 | Tables: to be wiped clean, folded and stored in cupboard or at back of stage. |  |
| 2 | Chairs: to be stacked on the stage, up to maximum of 6 chairs per stack, at least 3 feet from rear wall. Chairs must be left accessible at all times. |  |
| 3 | Heating thermostat: turn to ‘0’. 10 in the winter period Ceiling fans: turn off, if used (switch at top of stairs). |  |
| 4 | Personal property: please remove. All lost property to be given to a committee member. |  |
| 5 | Please ensure there is no rubbish or debris outside the hall or on the road. This includes confetti, balloons, etc. |  |
| 6 | Floor to be swept if necessary (broom in hall table cupbd/brush in kitchen cupboard). |  |
| 7 | Windows and doors to be closed (and locked if necessary). |  |
| 8 | All lights to be switched off. |  |
| 9 | Both locks on main double doors to be used. |  |
| 10 | External gates to be closed. |  |
|  | **Kitchen** |  |
| 1 | All items to be returned to the cupboards/ drawers from which they were taken, clean & ready for re-use. |  |
| 2 | No unwashed crockery, cutlery, etc. to be left in sinks or on worktops. |  |
| 3 | All left-over food to be removed at the end of the hire. |  |
| 4 | Fridges, cooker, Hostess trolley, etc. to be left clean and ready for re-use. |  |
| 5 | Sinks & work tops to be wiped clean. |  |
| 6 | All cloths to be removed or disinfected at the end of the hire. |  |
| 7 | Rubbish to be removed from the kitchen & placed tidily in the receptacles provided outside. Bins must not be overfilled so that lids will not close. Excess rubbish must be removed from the premises by the hirer. |  |
| 8 | Kettles to be unplugged, and all sockets switched to the “OFF” position, unless otherwise stated, ie the water heater, fridges, etc. |  |
| 9 | Floor to be swept to remove all food particles and spillages wiped up. |  |
| 10 | Breakages to be reported to a committee member. |  |
|  | **Community Room** |  |
| 1 | Boiler in downstairs toilet: not to be turned off  |  |
| 2 | lights to be switched off. |  |
|  | **Cloak Rooms** |  |
| 1 | All toilet facilities to be left clean and tidy. |  |
| 2 | Rubbish to be removed to the external bins, ie hand towels. |  |
| 3 | Personal belongings to be removed. |  |
| 4 | No kitchen cleaning materials to be stored in these areas. |  |