

# LOCKING PARISH HALL / NURSE THOMAS ROOM (NTR)

## BOOKING FORM – PLEASE READ!!

1. Name of Organisation Booking .....
2. Name and Address of the Organiser.....
- ..... Postcode.....
- Contact Tel:..... Email:.....

**3. The key for the Hall is located in the key safe at the front of the building. Once your invoice is paid in full the code will be emailed to you.**

**(Mon to Sat - 7am to 6:30pm and Sun - 8am to 1pm)**

**4. NTR key to be collected from the Clerk a minimum of 24hrs before the event (please call to arrange)**

5. Please reserve as follows: **#Time period should include setting up and clearing away time**

Day and Date	Time Arriving #	Time Leaving #	Room	Purpose

6. Will music be played/performed? \*YES / NO. If YES, is it LIVE / TAPED / RECORDS / CDS
7. It is a statutory requirement of the Licence for this Hall that a responsible person, at least 21 years of age shall be in charge of and in attendance at all times when the public is present on the premises for MUSIC, SINGING, DANCING AND/OR THEATRE performances. This person MUST ensure that the conditions of the Licence are observed and MUST be named below. (Copies of the Hall Safety and Fire Regulations are available from the Clerk to the Council and are also displayed in the Hall Foyer; they are based on the Licence requirements).
8. Please insert the name and address of the responsible person for the purpose of paragraph 6 above:
- .....
9. Will there be a licensed bar? \*YES / NO. If YES at what time will it close? .....hrs
10. It should be noted that the Hall **does not** have a Liquor Licence, thus, if alcohol is to be sold on the premises then it is the responsibility of the Hirer or organiser to apply for and obtain a Temporary Entertainment Notice (TENS) Licence.
11. Have you obtained a TENS licence from North Somerset Council? .....
12. Notice must be given to the Clerk to the Council of any proposed extension or variation of the permitted hours under the terms of the Licence at least six weeks in advance of the date required.
- Is an extension to hours required? If YES what Date ..... and to what time .....hrs.
13. The hire charge includes any fee payable to the Performing Rights Society by Locking Parish Council.
14. A £50 Deposit is required a minimum of 2 weeks before the event, which is refundable, providing no damage has been caused to the Hall or its fixtures and fittings, and the Hall has been left in a clean and tidy condition.
15. Any cancellation of a booking MUST be notified to the Clerk (01934 820786) at the Parish Office no later than 24hrs before the event.
16. It is the responsibility of the person in charge of the event to inform persons of the location of fire exits and assembly point the manner in which they should be used, taking due account of any disabled people using the Hall.

### UNDERTAKING

\*Delete as necessary

\*I/We accept responsibility and payment for any damage to the premises and the contents during the period of hire.

\*I/We undertake to leave the Hall in a clean and tidy condition and to put away any furniture used.

\*I/We undertake to remove at the cessation of hire, any decorations and/or equipment which \*I/We bring into the Hall, unless it has been previously agreed with the Village Hall/Park Committee that they may remain or be stored in the Hall.

\*I/We certify that the person named in paragraph 7 of the Booking Form is at least 21 years of age, and will ensure that the Hall Safety and Fire Regulations are observed and the Conditions of the Licence are met.

\*I/We have read the Conditions of Hire and Booking Regulations and hereby agree to abide by them.

Signed ..... Date .....

The Booking Form and Undertaking **should be completed and returned with the deposit cheque** (made payable to Locking Parish Council), Mrs Dawn Tremlett, Clerk, Locking Parish Council, Grenville Avenue, Locking BS24 8AR (2 weeks prior to the event).

An invoice will be raised by the Clerk and payment should be made by bank transfer, as detailed on the invoice.



## HIRE OF PARISH HALL / NURSE THOMAS ROOM

### BOOKING REGULATIONS

#### 1 LICENCES

- a) The Parish Hall is registered with North Somerset Council for a Premises Licence which covers Public Music, Singing and Dancing. The terms and conditions of the Licence are displayed on the Inner Notice Board at the Hall. For the convenience of the Hirer, specific action to be taken when the public is admitted to functions held by them is listed in these booking regulations.

The conditions of the Licence are legal requirements only when the public are admitted to the Hall, and do not apply to meetings of Clubs, etc – which are **restricted to members only**. The Parish Hall/Park Committee expects that in the interests of Health and Safety, the various safety regulations shall be observed at all times.

- b) The Hall is **NOT** licensed for the sale of alcoholic liquor or professional theatrical performances. Any extension licences for these must be arranged and paid for by the Hirer and obtained via the Licensing Department of North Somerset Council. These are known as Temporary Entertainment Notices (TENs) and a copy of the TEN must be provided to the Clerk to the Council before any Hirer takes possession of the Hall.
- c) The Hall is registered with the Performing Rights Society Ltd. Users must notify the Clerk to the Council of their intention to include any kind of music in their programme. Any charges payable to the Performing Rights Society will be included in the invoice sent by Locking Parish Council.

#### 2 GENERAL REGULATIONS

- a) The kitchen shall be for the sole use of food and drink preparation.
- b) The number of persons in the building at any given time must not exceed **140** in the main Hall and **25** in the Nurse Thomas Room.
- c) Normally **14** clear days' notice of hiring should be given before any event.
- d) Cancellation: - Unless notification of cancellation of a confirmed booking date is given verbally in the first instance and in writing to the Hall Booking Attendant and to the Clerk to the Council at least 24 hours before the due booking, the full charge for hire of the Hall may be made.
- e) Verbal bookings of the Hall will be accepted as provisional and must be confirmed in writing by submission of the completed Booking Form and deposit fee.



- f) All hirers, except regular users, will pay a *deposit of £50* when booking the Hall. (This will be returned subject to the condition of the Hall at the end of the hire period and at the Council's discretion.) The invoice for payment will be issued before the event. Regular users will receive monthly or quarterly accounts which are payable to Locking Parish Council via the Clerk.
- g) Hirers will book from the time of being in actual possession and **NOT** from the times of their meetings/parties – e.g., if the Hall is occupied for preparations, etc over and above the allocated session, a pro-rata charge will be made. Charges will be levied in accordance with the current Hiring Charge details - a copy of which may be obtained from the Hall Booking Attendant or the Clerk to the Council. These details are also displayed on the Inner Notice Board at the Hall.
- h) Hirers will make their own arrangements with the Hall Booking Attendant or the Clerk for the opening and the closing of the Hall.
- i) There shall be NO sub-letting of the Parish Hall under any circumstances.
- j) Any damage to the Hall or its fittings must be reported to the Clerk to the Council **at the earliest** opportunity. Any damage considered to be over and above normal risk will be charged for by the Parish Hall/Park Committee.
- k) Any organisation wishing to use the Audio Hearing Loop Induction System, loudspeaker equipment, wireless microphone, stage lighting or the piano, should notify the Clerk to the Council. There is also a full set of 50 items of crockery available for hire at functions at a nominal charge.
- l) If the amplifier, or any other items of equipment are used by any organisation, they must, on completion of use, be replaced in the correct position by the Hirer **and left safely in the OFF position**.
- m) All articles and materials which are the property of the Hirer, must be removed at the end of each session. The Committee accepts no responsibility for loss, damage or theft of Hirers' property **either in the Parish Hall or the Car Parks**.
- n) The stage is to be used for theatrical or similar purposes only and not as an extension to the main Hall. By law, no children shall be allowed on the stage unless supervised by an adult.
- o) The radiators must **NOT** be turned off and there must be **NO** interference with the Boiler controls in the Kitchen or to any thermostats. Any damage must be reported and paid for by the Hirer.
- p) It is a condition of the booking that Hirers of the Hall are requested to arrange their own Public Liability Insurance cover **to cover any personal items brought into use in the building**.
- q) **THE HALL SHALL BE LEFT IN A CLEAN AND TIDY CONDITION -**  
[see Regulation e) – above and 3 i) – ii) below]
- r) The Nurse Thomas Room shall be used for meetings of adult organisations only, unless special permission is granted by the Parish Hall/Park Committee.

### 3 SPECIAL REGULATIONS

The following are **legal requirements** under the terms of the Public Music, Singing and Dancing Licence, and in the interests of public safety, should be observed at all times.

- a) The Parish Hall is a **NO SMOKING** establishment and this condition shall be respected by all persons.
- b) All gangways, corridors and stairways intended for EXIT shall be kept entirely free from obstruction at all times.
- c) Barriers for checking or controlling admission shall NOT be used.
- d) All exit signs will automatically light in the event of a power failure.
- e) The public shall be permitted to leave by the entrance door and this door must be secured firmly and locked at the end of each function.
- f) All designated FIRE EXIT DOORS shall NOT be obstructed in any way and shall be secured firmly before leaving the premises.
- g) In the case of emergency, please telephone 999. The Fire Brigade, Ambulance or Doctor, as appropriate, must be called at the outbreak of any fire, and upon the occurrence of accidents, disturbance or illness. (The nearest public telephone kiosk is 500 yards away at the corner of Byron Road/Elm Tree Road.)
- h) Special attention is to be paid to the regulations prohibiting the use of inflammable or explosive materials for decorations or as stage 'props'. Hirers should take responsibility to endeavour that decorative items or props shall be fire retardant.
- i)
  - i) When the chairs are used for seating audiences, they must be set out as described in the Public Music, Singing & Dancing Regulations - theatre style.
  - ii) Chairs and tables shall be replaced where they were found, along the sides of the Hall. For Health and Safety Purposes there should be **no more than 3 tables in a stack kept to the left of the Hall - or 5 chairs in a stack on the window side of the Hall.**
- j) It is the responsibility of the person in charge of the event to inform persons of the location of fire exits and the manner in which they shall be used. Two persons shall be nominated as Stewards to supervise any use of the fire exit door and an additional two people nominated to provide adequate provision for any disabled people using the Hall.

I acknowledge receipt of the Booking Regulations and hereby agree to their contents.

Signed .....

Group .....

Date .....