**Salford Village Hall (SVH)**

**Lower End, Salford, OX7 5YP (please note this is not a mailing address)**

**salfordvillagehallevents@gmail.com** **Tel: 07920403068**

**BOOKING FORM**

The Hirer’s Name

Organisation

Address

Phone No

Email

Required Date(s):

 Times (From doors open to doors closed):

 Price \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ plus £40 refundable damages deposit = total\_\_\_\_\_\_\_\_\_

 Type of event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby apply to hire Salford Village Hall and I agree to abide by the attached Terms and Conditions. (Please keep attached T&Cs for reference)

As regards payment (please indicate by deleting method not used): I enclose a cheque / I will pay by bank transfer

Signed Date

**Hire rates (per hour) - 1 April 2022 – 31 March 2023:**

Standard Rate  **£16**

Charity Rate+**£13**

Salford Parish Resident – Commercial Hire Rate\* **£9**

Salford Parish Resident – Private Hire Rate\*\* **£8**

+ For organisations that are registered charities

\* Salford Parish residents who hire the hall for commercially run events (e.g., where attendees are charged a fee).

\*\* Salford Parish residents who hire the hall essentially for private functions or activities.

Further discounts for long-term commitment and prepayment are available for standard rate hirers. Please apply to Booking Manager

Booking one-off events:

All one-off bookings need to be **paid in full two weeks before** the date of hire together with a £40 damages deposit, returnable after the event if the hall is left clean and undamaged.

**Reserving a date in advance**(more than two weeks before event)**:**  A reservation will be confirmed only after we have received a non-refundable deposit of 25% for the booking (minimum £10). The balance including damages deposit must be paid two weeks before the hire date.

**Bookings two weeks or less before event**:  Full hire and damage deposit payment required before booking can be confirmed. As sometimes transfers can take a few days, please email a screenshot or bank confirmation of payment having been made to booking manager to secure the booking.

**Salford Parish residents:**  We appreciate that circumstances may require flexibility with booking and payment arrangements. Just contact the Booking Manager to discuss your needs.

**Privacy Notice:**

At Salford Village Hall we are committed to protecting and respecting your privacy. We will only use the information you have provided to fulfil the contract with the hirer named above. Information collected will not be shared with any other person or organisation. Your details will be kept safe and secure and will only be kept for as long as necessary.

**Terms & Conditions**

***Note: Please see document*** [***‘Salford Village Hall - Special Conditions of Hire***](https://www.salfordvillagehall.co.uk/hall-information)***’ for COVID-19 information***

*General Statement of Policy*

The policy of the Management Committee is to take reasonably practicable measures in relation to the management of Salford Village Hall to comply with all legislative requirements and codes of practice relating to the duties which it has, in order to:

1. Provide healthy and safe conditions, equipment and systems for employees (should there ever be any), volunteers, contractors, committee members, hirers and all users;
2. Keep the Village Hall and equipment in a safe condition for all users;
3. Provide such training and information as is necessary to volunteers and users.

SVH Management Committee considers the health & safety of those who use its premises or may be affected by its activities and operations to be of great importance. The Hall Management Committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety, as on the operation and maintenance of equipment and safe systems of work. To this

end, it will seek to encourage all users to engage in the establishment and observance of safe working practices, including carrying out their own risk assessment where required

All Committee Members, Hirers, Contractors and Users of the Hall are expected to recognise that there is a duty on them to comply with the practices set out by the Salford Village Hall Management Committee and to accept responsibility to do everything they can to prevent injury to themselves or others.

**General T&Cs**

1. The Hirer (any person or organisation hiring the premises) shall:
2. be responsible for checking and reporting to the Hall’s Bookings Manager any obvious

damage to the building or fixtures – before using the Hall.

1. pay the full costs of any breakages of equipment, damage to the premises or the requirement for excessive cleaning
2. ensure that any equipment belonging to the Hall (e.g. chairs, tables etc.) will not be taken out of the Hall without prior permission. If such permission is given, the Hirer will not leave any equipment out overnight and any furniture must be protected from rain at all times.
3. be held responsible for ensuring that order is kept at all times and that fire precautions and regulations are met, including the following:
* all doorways must be kept free from obstruction;
* the location of fire extinguishers should be noted;
* not more than 80 seated people may be allowed in the Hall at any one time.;
* music must be turned off by 23.30, and the Hall vacated by midnight at the latest.
1. The Committee reserves the right to refuse any person admission to the premises, without giving any reason;
2. The Hall must be left in the same condition as the hirer finds it.
3. Anything in the Hall belonging to the Hirer is at the Hirer’s own risk.
4. No person under the age of twenty one will be permitted to book the Hall; and there must be an adult aged over 21 in the hall at all times.
5. The Hirer agrees to be bound by the terms, exclusions and conditions of the Salford Village Hall insurance and agrees to indemnify the Committee of any arising liability. Specifically, the Committee will not accept liability for any injury to persons caused by the use of furniture or facilities other than its own property.
6. Hirers of the Hall for commercial purposes must hold their own Public Liability Insurance. Note:

the hall’s insurance does not cover public liability for commercial hirers. Organisers who hire the hall on a commercial basis (I.e. are not a registered charity and charge money to attendees) should ensure they have their own public liability insurance cover.

1. The Hall’s cooker should not be used for significant food preparation. It is suitable for food re- heating only.
2. It is an offence to smoke in the Hall.
3. Please see the current SVH Fire Assessment at: [https://www.salfordvillagehall.co.uk/hall-](https://www.salfordvillagehall.co.uk/hall-information) [information](https://www.salfordvillagehall.co.uk/hall-information)
4. Please see the current SVH Risk Assessment at: [https://www.salfordvillagehall.co.uk/hall-](https://www.salfordvillagehall.co.uk/hall-information) [information](https://www.salfordvillagehall.co.uk/hall-information)