

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

salfordvillagehallevts@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): _____

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 charges (1 April 2021 – 31 March 2022)

£7.50 per hour – Salford residents

£15 per hour – others

Payment: either –

- Cheque payable to Salford Village Hall
- Bank transfer to Sort Code: 20-03-84 / Account no: 83513327

Please email this form to the Bookings Manager: salfordvillagehallevnts@gmail.com

Tel: 07920403068

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](#)' 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:

- a) Provide healthy and safe conditions, equipment and systems for employees (should there ever be any), volunteers, contractors, committee members, hirers and all users;
- b) Keep the Village Hall and equipment in a safe condition for all users;
- c) 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:

- a) be responsible for checking and reporting to the Hall's Bookings Manager any obvious damage to the building or fixtures – before using the Hall.
- b) pay the full costs of any breakages of equipment, damage to the premises or the requirement for excessive cleaning
- c) 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.
- d) 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.

2. The Committee reserves the right to refuse any person admission to the premises, without giving any reason;

3. The Hall must be left in the same condition as the hirer finds it.

4. Anything in the Hall belonging to the Hirer is at the Hirer's own risk.

5. 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.

6. 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.

7. 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.

8. The Hall's cooker should not be used for significant food preparation. It is suitable for food re-heating only.

9. It is an offence to smoke in the Hall.

10. Please see the current SVH Fire Assessment at: <https://www.salfordvillagehall.co.uk/hall-information>

11. Please see the current SVH Risk Assessment at: <https://www.salfordvillagehall.co.uk/hall-information>

Hire charges

(1 April 2021 – 31 March 2022)

£7.50 per hour – Salford residents

£15 per hour – others

(£12 per hour for regular events booked for 3 months or more)

Salford Village residents and Regular hirers: For one-off hires, please make full payment by day of hire at the latest. Regular hirers will be sent quarterly invoices.

Others: For one-off events, bookings will be confirmed once we have received a deposit of 25% for the booking period (minimum £10). The balance is due 14 days before the hire period begins, along with a £40 damages deposit which will be returned within seven days following the event provided the hall is left clean and undamaged. Cheques should be sent to the contact shown on the Booking Form.