

STELLING MINNIS VILLAGE HALL
Bossingham Road
Stelling Minnis, Canterbury
Kent CT4 6AG

BOOKING CONFIRMATION FORM & TERMS OF HIRE - JANUARY 2023

Please return by email to: smvhbookings@gmail.com or to Mrs Ann Day, Tarn Hows, Curtis Lane, Stelling Minnis, Canterbury CT4 6AD - 01227 709880

Name.....

Address.....

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Email.....

.....

Tel. no.

Date(s) of Event(s)

Purpose of hire / type of event

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Hall Key Required on date of hire ? **Yes/No** (A small key deposit may be required)

Main Hall Charges - please indicate below which periods you wish to book (includes use of kitchen area)

	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Am (07:00 - 11:30 hrs)	£20	£20	£20	£20	£20	£30	£30
Pm (12:00 - 17:00 hrs)	£20	£20	£20	£20	£20	£30	£30
Eve (17:30 - 23:00 hrs)	£20	£20	£20	£20	£35	£35	£35

Meeting Room Charges - please indicate below which periods you wish to book (includes use of kitchen area)

	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Am (07:00 - 11:30 hrs)	£15	£15	£15	£15	£15	£15	£15
Pm (12:00 - 17:00 hrs)	£15	£15	£15	£15	£15	£15	£15

Eve (17:30 - 23:00 hrs)	£15	£15	£15	£15	£15	£15	£15
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Sale of alcohol? Yes/No

If yes, please indicate whether... i) you are obtaining a Temporary Event Notice, ii) you have a personal license, or iii) you have gained permission to sell alcohol under the supervision of the Stelling Minnis Village Hall Designated Premises Supervisor

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Signed..... Dated.....

If you are unable to print, sign and scan this form then you may print your name here and email it back. By signing you confirm to have read and understood the - Terms and Conditions of Hire for the Stelling Minnis Village Hall – January 2023 and I will abide by them.

TERMS & CONDITIONS OF HIRE - 1st January 2023

Throughout the period of hire, the Hirer is responsible for ensuring:

- ❖ You, the hirer, will be responsible for encouraging social distancing inside and outside the hall (we encourage you to open the double doors at the entrance and inside at entrance to the hall and to keep windows and doors open as far as convenient). You must ensure these are securely closed on leaving.
- ❖ By returning these terms and conditions you have confirmed that you have read and understood the actions and responsibilities identified in the hall’s risk assessment, of which you have been provided with a copy.
- ❖ You are encouraged to clean door handles, light switches, window catches, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire before other members of your group arrive and to keep the premises clean during the period of your hire using the products supplied or your own domestic products.
- ❖ The hall management will provide a cleaning box which will be located in the entrance hall in case you the hall hirer forget to bring some cleaning products. If these products are used then you should replenish when you return to use the hall again.
- ❖ Should someone become unwell whilst at the hall then please call the booking clerk Ann Day 01227 709880 or Lee Jones 01227 709734.

Throughout the period of hire, the Hirer is responsible for:

- ❖ Identifying, observing and complying with the fire safety procedures displayed within the Hall Entrance.
- ❖ Identifying any health and safety risks before the commencement of your event (trips, falls and hazards) and ensuring all attendees are kept safe during their attendance at the hall.
- ❖ Event organisers are to bring their own tea towels.
- ❖ Ensuring that nothing is brought onto the premises that might endanger the hall or compromise its insurance policies.
- ❖ Ensuring the care and safety from damage of the hall and contents. Damage or breakages must be paid for.
- ❖ Arranging appropriate insurance of own property /equipment if it is kept in the hall.
- ❖ Ensuring that the No Smoking rule is obeyed.
- ❖ Ensuring in the event of a fire these rules can be relaxed in order to ensure safety is prioritised.
- ❖ Ensuring that car parking does not obstruct the roadway or access to neighbouring properties.

- ❖ Promoting the use of the overflow car park to abide by current social distancing rules.

On departure the Hirer is responsible for:

- ❖ Leaving the hall, contents, premises and surroundings in a clean and tidy condition. In particular the following should be undertaken: Sweeping the floor in all areas used; and to ensure that all touched areas/surfaces (door handles, light switches, toilets) will be cleaned before departure and the wipes binned and disposed of before departure; mop floors for spillages and sticky patches; ensure that the toilets are left in a reasonable condition. THE HIRER WILL BE LIABLE FOR ADDITIONAL CLEANING COSTS IF THE ABOVE ARE NOT CARRIED OUT.
- ❖ Returning furniture and equipment to their original positions.
- ❖ Reporting any breakages to the Booking Clerk.
- ❖ Turning off all lights, locking and securing the hall.
- ❖ Ensuring the good behaviour of all people using the premises and in particular for ensuring that at night a minimum of noise is made upon arrival and departure. At all times the noise level should never be so loud as to annoy people living nearby.

THE HIRER WILL BE LIABLE FOR ADDITIONAL CLEANING COSTS (£14 P/H) IF THE ABOVE ARE NOT CARRIED OUT. PLEASE DO NOT USE SELLOTAPE OR BLU TACK ON THE WALLS AND DOORS.

Cancellations/ Refunds and Complaints

In the event of the Hall being required as an Official Government Polling Station or by the Methodist Congregation, any existing bookings will be subject to cancellation and the Committee will refund any deposit or fees already paid.

In the event of the Hall or part of the Hall being rendered unfit for the use for which it has been hired, the Committee will not be liable to the Hirer for any resulting loss or damages whatsoever.

The Hirer may forfeit the hire fee if the booking is cancelled within seven days of the proposed hire.

If the hirer of the hall wishes to submit a complaint, comment or compliment the hirer should send it directly to the booking clerk who will forward the details to the Chairman for consideration and decision in accordance with the complaints policy. To receive a copy of the complaints policy please also contact the clerk.

Licensing

Premises Licence and Performing Rights Charges

- ❖ The hall is licensed for public entertainment during the period:
10.00 -23.00 Monday to Saturday and
12.00 to 22.30 Sunday
- ❖ The hall premises is licensed for the sale of alcohol during the period (subject to the licensing authority required on page 1 of this form and as long as there is someone who holds a personal licence on the premises in accordance with the Licensing Act 2003):-
11.00-23.00 Monday to Saturday and
12.00-22.30 on Sundays.
- ❖ Private events are required to comply with this licence.
- ❖ With the permission of the Booking Clerk, the Hirer is responsible for obtaining any other licences that may be required for the period of hire.
- ❖ Any bar must be closed per the above timings and the hall must be vacated by midnight.

Exhibition of films

- ❖ The admission of children (persons aged under 18) must be restricted in accordance with any recommendations made by a film classification body or licensing authority.

Teenage Birthday Parties

In order to book teenage birthday parties (aged 13 to 18) the hirer must ensure it meets the following criteria: -

- ❖ The hirer must advise the booking clerk of such parties for a decision to be taken to refuse or accept the booking on a case by case basis;
- ❖ The hirer must answer all questions asked by the booking clerk about the booking;
- ❖ The hirer must ensure minors are accompanied on hall grounds by a responsible adult on a ratio of 10 to 1 (minors to adults);
- ❖ The hirer must ensure the premises and neighbours are respected at all times.

DATA PROTECTION

Consent Form

The Stelling Minnis Village Hall Management Committee uses personal data (e.g. name and contact details) for the purposes of managing hall bookings, finances, events and publicity. Your signature on our Booking Confirmation Form confirms that you are willing for us to share your contact details among members of the Village Hall Committee or with other groups and organisations directly associated with the management of activities at the Village Hall. (Further information is available on our website).

Privacy Notice

The Management Committee of the Stelling Minnis Village Hall uses personal data (e.g. name and contact details) which is normally collected only for the legitimate purpose of managing the Hall, its bookings and finances, running and marketing events at the Hall, maintenance and services, and fundraising activities. Data may be retained for up to 7 years for accounting purposes and for longer where required by external authorities (e.g. the Hall's insurers). If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the Hall Secretary.

Your Individual Rights

The General Data Protection Regulations (GDPR) strengthen the rights of individuals to obtain information from an organisation as to whether or not personal data concerning them is being used, where and for what purpose. If the data was not obtained from that individual, details of where it came from have to be provided.

Your rights include:

- i) The right to be informed that processing is undertaken.
- ii) The right of access to one's personal information.
- iii) The right to prevent processing in certain circumstances
- iv) The right to correct, rectify, block or erase information which is regarded as wrong information or for which there is no compelling reason for it to continue to be held

A copy of the personal data has to be provided, free of charge, unless the request is "manifestly unfounded or excessive".

This is called a Subject Access Request (SAR). The Village Hall Committee has 30 days in which to respond. However, before providing the information we must verify the individual's identity otherwise we could be committing a data breach. We can ask for both photo identification e.g. passport, and confirmation of address e.g. recent utility bill, bank or credit card statement.

Any SAR must be dealt with within 30 days. The website of the Information Commissioner's Office (ICO) shows the information that we must supply (www.ico.org.uk). There are, however, exceptional circumstances in which the law allows us to share your data without consent.

For example, we may need to share data with other agencies such as the local authority, funding bodies and other voluntary agencies in circumstances which are not in furtherance of the management of the charity. The circumstances where the law allows the charity to disclose data without the data subject's consent are:

- a) Carrying out a legal duty, or as authorised by the Secretary of State, or protecting vital interests of a Data Subject or other person e.g. as regards child protection.
- b) The Data Subject has already made the information public.
- c) Conducting any legal proceedings, obtaining legal advice or defending any legal rights.
- d) Monitoring for equal opportunities purposes – i.e. race, disability or religion.

We regard the lawful and correct treatment of personal information as very important to successful working and to maintaining the confidence of those with whom we deal.

We intend to ensure that personal information is treated lawfully and correctly.

PLEASE SIGN THE ATTACHED BOOKING CONFIRMATION SLIP (PAGE 1) AND RETURN TO THE BOOKING CLERK. RETURNING THIS FORM WILL DEMONSTRATE THAT YOU HAVE AGREED TO ABIDE BY THESE TERMS AND CONDITIONS

Thank you for your cooperation and assistance.