

# LUDDINGTON VILLAGE HALL BOOKING FORM

**THIS AGREEMENT** is made between the Luddington Village Hall Committee and the Hirer:

(1) NAME OF HIRER/ORGANISATION:

(2) COMMITTEE Luddington Village Hall Management Committee Booking

Secretary:

Ms Penny Garbutt

The Forge, The Green

Luddington

CV37 9SD

Telephone number: 07803 575090

Email: [luddingtonvh@gmail.com](mailto:luddingtonvh@gmail.com)

(3) HIRER DETAILS:

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

(4) HIRE CHARGE *Please tick required facilities/equipment*

**Regular hirers = 6 or more bookings during a 6 month period**

- Main Hall to include the kitchen: (£16 per hour for regular hirers)
- Main Hall to include the kitchen: (£20 per hour for single event/ad hoc hire)
- Main Hall to include the kitchen and Extension or Green Room: (£25.00 per hour)
- Main Hall, Extension Room, Green Room and kitchen = whole building: (£30.00 per hour)
- Extension Room to include the kitchen: (£10.00 per hour)
- The Green Room to include the kitchen: (£10.00 per hour)
- Cinema Equipment (£10.00 per hire)

**Total Due:** \_\_\_\_\_

*The Green Room is a small room, suitable for meetings, work hotspots, or a quiet space. Hirers can enter through a side door. (See instructions below re: keys)*

*The Extension Room is a larger room, suitable for small clubs and meetings. Hirers can enter through a side door (See instructions below re: keys)*

*There is a sound system for the use of Hirers. Please let us know if you would like to use it and instructions will be given*

*Cinema equipment Hirers will need to bring own laptop with HDMI socket & cable. Full printed operating instructions will be provided*

(5) PURPOSE OF HIRE: (Please give a brief description of your activity)

(6) PERIOD OF HIRE (one-off or weekly/monthly etc) \_\_\_\_\_

Start Date \_\_\_\_\_

Start Time: \_\_\_\_\_

Finish Date \_\_\_\_\_

Finish Time: \_\_\_\_\_

If you are a regular hirer, please can you email me any dates when your organisation will **NOT** be requiring the use of the hall. (ie. school holidays, public holidays)

(7) METHODS OF PAYMENT

- BACS payment to Acc No: 31439391
- Sort Code: 40-43-19 (Please reference your payment with your name)
- Cheque
- Name of Account: Luddington Village Hall

Regular Hirers will be emailed an invoice at the start of each month which will cover the hall usage during the previous month.

(8) REGULAR HIRERS, PLEASE TICK IF YOU HAVE THE FOLLOWING:

- Appropriate insurance for your activity
- A Safeguarding Policy relevant to your activity
- An Equality Policy relevant to your activity

Please email proof of any relevant certificates to [luddingtonvh@gmail.com](mailto:luddingtonvh@gmail.com) for our records.

I agree to comply with the Conditions of Hire.

SIGNED \_\_\_\_\_

NAME \_\_\_\_\_

DATE \_\_\_\_\_

**Please return this form to the Online Booking Secretary either by email ([luddingtonvh@gmail.com](mailto:luddingtonvh@gmail.com)) or by hand**

**Where the whole building has not been hired for exclusive use, the committee will advise the hirer if other parts of the building are in use during their hire period. The hirers should understand that the kitchen, at those times, will become a shared area and your cooperation is appreciated**

## **LUDDINGTON VILLAGE HALL CONDITIONS OF HIRE FROM JANUARY 2025**

### **Hirer responsibilities**

The hirer must be a responsible adult who will look after the hall, its contents and the safe use of the car park and will indemnify the Committee for the cost of any damage to the building or contents, incurred during the period of hire or as a result of the hiring.

It is the responsibility of the hirer to carry out their own risk assessment and to advise the Committee of any hazards. The Committee have carried out a comprehensive risk assessment and have made all the necessary changes to adhere to the advice of the WRCC (Warwickshire Rural Community Council).

The hirer will not use the premises for any purpose other than that described on the Booking Form.

The hirer must read the notice on the board in the foyer showing emergency exits and the location of the fire extinguishers.

The hirer agrees not to adjust the heating controls.

We recommend that all hirers follow Government advice and “make informed decisions and act carefully and proportionally to manage risk to themselves and others”.

The hirer must show respect to our neighbours and understand that the hall is in a residential area.

### **Keys**

There are 4 key safes – one for the front Door, one for the accessible Entrance, one for the Extension Room and one for the side kitchen door. The code will be given to you once payment has been made. The key safe for the front door is on the left hand side of the building as you face it from the car park.

### **Rubbish**

As a result of the current collection schedule introduced by Stratford District Council, as well as problems with the collection of our bins when rubbish is placed in the incorrect bin, we are having to ask one-off hirers to please take their rubbish home with them.

### **Cinema Equipment**

The hirer must also take full responsibility for the safe and careful handling of the cinema equipment and will indemnify the Committee for the cost of any damage to the cinema equipment. There is a sound system for the use of hirers. Please request full instructions. If you wish someone from the Committee to go through the equipment with you, please contact us in good time so we can arrange a convenient time.

### **Wifi Code**

Wifi Code: villagehall Luddingt0n

### **Non Smoking Policy**

The hirer must ensure that all people using the hall comply with the prohibition of smoking or vaping in public places. Health Act 2006.

### **Insurance**

For insurance purposes, only the use of candles is allowed for celebration cakes but must not, at any time, be left unattended. Please undertake your own risk assessment before lighting such candles. If there is an accident due to hirer negligence a claim will be made against the hirer.

### **Cancellation Policy**

The Committee reserves the right to cancel a hire arrangement in the event of the hall being required for use as a polling station for a parliamentary election, by-election, local Government election or Government business. We will, of course, give the hirer as much notice as possible.

**We require at least 2 weeks' notice for any cancellation made by the hirer.**

### **Parking**

There is parking space outside the hall. If you do need to park out in the road, please make sure that you are not obstructing the visibility of drivers on the road (by parking only on the same side as the hall). Please do not park in front of the driveways or on the grass verges in front of the gardens of local residents. Cars are welcome to park alongside the Green and people walk down to the hall.

### **Cleaning**

At the end of your hire, please ensure that the hired space is left in the same condition in which you found it. The location of cleaning materials will be communicated to you prior to your hire.

**Please understand that the Village Hall is in a residential area and we would therefore ask all hirers to bear this in mind during their use of the premises – especially when leaving after an event at night.**

**Thank you  
and  
Please enjoy using our Village Hall**