



ELWORTHY · MONKSILVER · NETTLECOMBE

EMN Community Hall Hiring Agreement

Please complete this form and return to Jane Gay, Celandine, Monksilver, Taunton TA4 4HY
Telephone: 07813 508862 Email: jane.gay52@gmail.com

Hirer's Full name (please print):

Name of Organisation (if applicable):

Address:

City/town:

Post code:

Email:

Telephone Number:

Mobile:

Date of Event for Booking:

Start Date:

End Date:

Time of Event for Booking:

Start Time:

End Time:

Please include time for set-up and clearing.

Hall Heating Required To °C :

Type of Event:

Hire Cost: £

20% Deposit: £

Balance Due: £

Please make cheques payable to: EMN Community Hall

ELECTRONIC TRANSFER BANK DETAILS: NatWest, Branch Sort Code: 60-24-05, Account Number: 95275932

If alcohol is to be sold on the premises, you will need a 'Temporary Event Notice' (TEN) from the local Council. Please indicate if you intend to obtain a 'Temporary Event Notice': **YES / NO**

To access and complete an online application form go to www.emnhall.co.uk/bookings.html and click on the link.

I have read and understood the 'Standard Conditions of Hire' and the 'Hall User Guide'.

Signed:

Date:

Signature on behalf of EMN Community Hall Management Committee:

PLEASE NOTE: The EMN Hall has no telephone, so you are advised to bring a fully charged mobile phone (Vodafone signal only) for use in case of emergency or use Skype via the EMN Hall broadband WiFi system.

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EMN Community Hall, Combecross Hill, Monksilver, Somerset TA4 4JE
www.emnhall.co.uk · Registered Charity Number 1018997

EMN Community Hall STANDARD CONDITIONS OF HIRE

Any person wishing to hire the EMN Hall must be at least 18 years of age and shall complete a 'HIRING AGREEMENT' between the Elworthy, Monksilver, & Nettlecombe EMN Community Hall Management Committee and the Hirer, in the form prescribed. The Hiring Agreement, which must be signed by the Bookings Secretary, confirms that the Committee agrees to permit the Hirer to use the premises for the purpose and period(s) stated, subject to the conditions set out below:

The Hirer's attention is drawn to the EMN Hall User Guide which sets out instructions for using the facilities of the Hall and details surcharges that will be applied where necessary.

- 1. The Hirer** shall, during the period of the hire, be responsible for the supervision and care of the EMN Hall, the fabric and contents, ensuring safety from damage or from change of any sort and the behaviour of all persons using the premises, whatever their capacity, including supervision of car parking arrangements, so as to avoid obstruction of the highway or access to adjoining properties.
- 2. The Hirer** shall not use the premises (including the car park and grounds) for any purpose other than that described in the Hiring Agreement and shall not sub-hire the or use the premises, or allow the premises to be used for any unlawful purpose, or in any unlawful way, nor do anything to bring on to the premises anything that might endanger the same or any insurance policies in respect thereof. The Hirer must ensure that smoking is not permitted anywhere inside the EMN Hall.
- 3. The Hirer** shall inform the Bookings Secretary before completing this form if any alcohol is to be sold on the premises during the booking event. The Hirer will be responsible for obtaining a 'Temporary Event Notice' (TEN) from the local council. A copy of the TEN should be provided to the Bookings Secretary.
- 4. The Hirer** should be aware that the EMN Hall is only licensed for music, dancing, plays, films and other entertainments until 11pm Sunday to Thursday and 11:30pm on Friday and Saturday. Any entertainment after this time will require obtaining a TEN from the local council. Whenever amplified sound is played after 10:30pm, the Hirer shall ensure that all windows and doors are kept closed.
- 5. The Hirer** shall comply with all terms and conditions and regulations made in respect of the premises by the Fire Authority and Local Authority as follows: At all times during the period of the hire the Hirer shall ensure all main exit doors are unlocked, push bar mechanism tested and in good working order; fire extinguishers are in place and unobstructed and all escape routes are free of obstruction and can safely be used for instant exit. In the event of a fire, the Hall must be evacuated in an orderly manner using the appropriate illuminated exits and the Fire Service called by dialling 999. Please note that there is no telephone at the EMN Hall so the Hirer is advised to bring a fully charged mobile phone (Vodafone signal only) for use in case of emergency or use Skype via the EMN Hall broadband WiFi.
- 6. The Hirer** shall indemnify the Committee for the cost of any damage done to any part of the property, including the outside areas, or the contents of the building which may occur during the period of the hire and as a result of the hiring.
- 7. The Hirer**, at the end of the hire, shall be responsible for leaving the EMN Hall in a clean, tidy and safe condition, with all doors, windows and fire exits properly locked and secured. Also, any contents temporarily removed from their normal positions are to be properly replaced, all lights, internal and external, switched off, and all rubbish removed from the premises. The Committee reserves the right to impose relevant surcharges, as specified in the EMN Hall User Guide should items be broken or, lights left on, or rubbish not taken away.
- 8. If the Hirer** wishes to cancel the booking before the date of the event and the Committee are unable to conclude a further booking, no charge will be made to the Hirer if at least 4 weeks' notice is given. Otherwise, any repayment shall be at the discretion of the Committee. Regular users must give at least 7 days' notice of cancellation of a session, otherwise the normal fee is payable for that session.
- 9. In the event** of the EMN Hall or any part of it being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.

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1. Unlocking The key is kept in the key safe unit to the left of the front door. To open and close use the 4 digit code supplied by a Committee Member. To open the front doors use the same key for both locks, which turn in opposite directions. The same key opens the Kitchen door. There is also a finger bolt at the top of the Kitchen door, the key for which is stored on the top of the light switch to the right of the door.

2. Other Keys All other keys are stored in the first cupboard in the Meeting Room. This is also the cleaning equipment cupboard.

3. Heating Heating for the Hall, Entrance Lobby and Meeting Room are controlled by separate systems.

Hall & Entrance Lobby Hall heating requirements are controlled by an online heating app set by an EMN Hall Committee Member. Please state your heating requirements (time on/off and temperature) when booking. In the main hall ceiling fans can be switched ON to direct heat back downwards. They are switched ON by means of a switch next to the serving hatch to Kitchen. Please ensure they are turned OFF when you have finished.

Meeting Room The heating in the Meeting Room is controlled manually. See instructions in Meeting Room. Please ensure the heating is turned OFF when you leave or you may be charged.

4. Hot Water Kitchen and Gents Cloakroom hot water is activated by the switch above the dishwasher. (For the Ladies Cloakroom the switch is located beneath the wash basins in the Ladies Cloakroom.) Please ensure these switches are turned OFF before leaving the building.

5. Dishwasher Instructions for use of the dishwasher are displayed next to the machine. Please clean plates of excess waste using the spray by the sink before using the dishwasher.

6. Fire Exits Please familiarise yourself and other users with the FIRE EXIT display signs before your event begins and agree a muster point in the event of a fire.

7. Gas Cooker The gas cylinders are located outside the building against the Kitchen wall. The gas is turned ON and OFF using a tubular key located on top of the cage. When the supply is ON the yellow butterfly valve is in line with the pipe. Please turn OFF after use. The oven is turned ON by simultaneously pressing the button on the inside of the cooker door and the turning the large knob at the centre of the front display so that the flame symbol is in the upright position.

8. Car Park Lights These lights are turned ON with the switch to the side of the Meeting Room door and a green light will show. When leaving the building turn the switch OFF and green light will go off. The Car Park Lights will then stay on for a period of 7 minutes, giving users the time to vacate the building/car park. Please ensure that lights are no longer ON when you finally leave the car park area. If lights are left ON overnight we reserve the right to levy a £20 surcharge in addition to the hire fee.

9. Outdoor Lights Switches located to the left inside of the main doors are for turning ON the overhead flood lights, one above the porch and one to illuminate the slope between the Hall main doors and the car park. Please ensure that the switches are in the OFF position when the last person leaves the building. Failure to switch OFF this light will also incur a similar penalty charge for users.

10. Tables & Chairs All tables and chairs are kept in the right hand Store Cupboard in the Hall. At end of session please ensure that no more than 14 chairs are left around Hall. The remainder of the chairs and all tables should be put away in the Store Cupboard (please see 'Furniture Storage Plan' inside the Store Cupboard).

11. Lighting Please ensure that all lights in Hall, Entrance Lobby, Meeting Room, Toilets, Kitchen, Porch and Car Park are switched OFF before leaving the building.

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12. Rubbish It is the Hirer's responsibility to remove all rubbish from the site. Failure to do so will incur a surcharge of £10 to your final invoice.

13. Temporary Event Notice (TEN) The EMN Hall does not have a licence to sell alcohol. If alcohol is to be sold on the premises, you will need a 'Temporary Event Notice' (TEN) from West Somerset Council. The West Somerset Council Premises Licence number for the EMN Hall is LN/000001788. To access and complete an online form go to our website www.emnhall.co.uk, click on 'Bookings' and then on the link under Temporary Event Notice.

14. Miscellaneous

- * All faults and breakages should be reported by the Hirer to the Bookings Secretary.
- * Any accidents or personal injuries should be recorded in the accident book located on the notice board near to the Kitchen door in the Entrance Lobby.
- * Please ensure that no switches are turned OFF where there is signage to say that they should be left switched ON.
- * The fridge, electric cooker and water boiler should be switched ON at the mains at all times. The water boiler should display 'STANDBY' when not in use.
- * For details on how to use the Wi-Fi and public address system please ask a member of the management committee.

CHECKLIST BEFORE LEAVING THE HALL:

- Gas bottles switched to OFF
- Cookers switched OFF
- Water heaters OFF
- Heating in Meeting Room is OFF
- Lights OFF, including porch floodlight and car park lights
- Windows and doors closed including FIRE EXITS
- Rubbish removed
- Main doors locked (Kitchen and Front)
- Key replaced in locksafe

Contact: Jane Gay (Bookings Secretary)
Telephone: 07813 508862
Email: jane.gay52@gmail.com

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