

BOOKING FORM

HIRE OF HALL / KITCHEN / COMMITTEE ROOM / GARDEN *(delete as applicable)*

Date(s) of hire: Type of event:

From: am/pm Until: am/pm **(This must include set up/clear-up time)**

Number expected to attend will not exceed:

Name of Organiser/Applicant:

Name of Organisation:

Title Mr/Mrs/Miss/Ms/Other: Full name:

Address (including postcode):

Telephone number: Email:

I have read and agree to abide by all conditions of hire. I undertake to ensure that no unaccompanied children under the age of 16 will be admitted to events unsuitable for their age group.

I am satisfied that I have received sufficient instruction in all aspects of the Condition of Hire and will ensure that the Health & Safety of all users during the period of hire are fully protected as far as is reasonable. I am aware that The Speedwell is a No Smoking building and smoking is not permitted anywhere inside the premises.

I agree to pay hire charges immediately upon request from Speedwell representative.

The hire charge for this booking: £

Signed: Dated:

THE SPEEDWELL PROPERTY HAS A NO SMOKING POLICY

PLEASE PRINT AND RETURN THIS FIRST PAGE

N.B. Hire rates will be reviewed annually in January

The Speedwell Hall, 5 Abbey Street, Crewkerne TA18 7HY
Registered charity number 243400

FOR OFFICE USE ONLY

Invoice number: Hire charge:

Hirer name: Date(s) of hire:

CONDITIONS FOR THE HIRE OF THE SPEEDWELL VENUES

THIS IS A NO SMOKING BUILDING

1. All applications for the hire of The Speedwell must be on official booking form. The person who signs the booking form shall be considered the Hirer and must be over 18 years of age. Where an organisation is named, that organisation shall be considered the Hirer and they must nominate a person to be responsible for the event. A qualified supervisor must be in attendance during all activities where the hiring organisation is a youth group. The named Hirer is responsible for the behaviour of their guests or members and should be in attendance throughout the hire period.
2. All bookings, whenever made, will be subject to the charge prevailing at the time of the event. The Speedwell shall have the right to refuse any application for the hire of the hall.
3. The booking shall be accepted by The Speedwell on the basis of the information supplied by The Hirer on the booking form. Should any of the information as to the proposed use, maximum number of persons or any other relevant factor, which was taken into account by The Speedwell in considering the application for Hire be found not be correct in any respect, then The Speedwell reserves the right to cancel the booking.
4. The Hirer shall not permit fly posting or any other form of unauthorised advertising for any event taking place at the premises and shall indemnify and keep indemnified The Speedwell Trustees accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution.
5. It will be the responsibility of the Hirer to ensure that any event they wish to hold at The Speedwell complies with the appropriate regulations under the Gambling Act 2005 and that any licence required under this act is obtained prior to the event from the District Council Licensing Department. Where legally required, licences must also be obtained for any musical performance or where alcohol is sold or raffled. It will be the responsibility of the Hirer to ensure that any event they wish to hold at the Speedwell complies with the appropriate regulations under the Protection of Children and Vulnerable Adults legislation.
6. Unless prior arrangement has been made with a Trustee/Caretaker, hire of The Speedwell does not entitle the Hirer to use or enter the premises at any time other than the specific hours for which the premises is hired.
7. The Food Safety Act 1990 requires that the supplier of food to members of the public demonstrates due diligence. The Hirer is responsible for food safety standards [where included in the hire]. Should the Hirer use professional caterers or if the Hirer uses their own resources for catering, the parties carrying out the catering must conduct an inspection of the kitchen prior to the hire, accompanied by The Speedwell representative to satisfy themselves of any issues and report deficiencies so that they can be remedied before hire commences.
8. The Hirer shall not sub-let The Speedwell or any part thereof.
9. The Hirer is responsible for all damages to The Speedwell and to any property in The Speedwell and activations of the fire alarms occurring during the period of the hiring or while persons are entering or leaving The Speedwell. The Speedwell reserves the right to charge for any damage or repair required.
10. A Trustee or designated person will explain to the Hirer the arrangements available for setting out tables, chairs and any other furniture. The Hirer must be satisfied that sufficient instruction has been given and is clearly understood, including any health and safety issues in handling or moving any items, the fire regulations, mounting any step ladders or using any of The Speedwell equipment. The Hirer must carry out a risk assessment under Health and Safety legislation for any of their activities on The Speedwell premises.
11. The Speedwell shall not be responsible for any loss or damage to any property arising out of the hiring nor for any loss, damage or injury which may be incurred by or done or happen to any person or persons using The Speedwell during the hiring, arising from any cause whatsoever. Nor for any loss due to any breakdown or machinery failure or supply of electricity, leakage of water, fire, Government restriction or Act of God which may cause the Speedwell to be temporarily closed or the hiring to be interrupted or cancelled. The Hirer shall indemnify The Speedwell against any claim which may arise out of the hiring in respect of any such loss damage or injury. Hirers leave their property on the premises at their own risk.
12. The right of entry to The Speedwell is reserved to the caretaker, or Trustee and any police officer at any time during the hiring. The arrival and departure of guests will be monitored by the Hirer to ensure the prevention of noise nuisance to the public. The Hirer shall be responsible that good order is kept in The Speedwell during the hiring. The Speedwell reserves the right to cease any entertainment or meeting not properly conducted.

13. The Hirer shall at the expiration of the period of hire leave the premises in a clean and orderly state, remove all rubbish and put tables and chairs back as found to the satisfaction of the caretaker.
14. Property of the Hirer and the Hirer's agent must be removed by completion of the period of hire or fees may be charge for each day or part of a day until the same is removed. The Speedwell accepts not responsibility for any property left on the premises after the hiring. In the case of bazaars, jumble sales and any other occasion when property is brought into the premises for sale, all property must be taken away or a charge for its removal will be made. All rubbish must be taken away by the Hirer.
15. No bolts, staples, nails, tacks, screws, bits, pins or other like objects will be driven into any part of The Speedwell, nor shall any placards, streamers or other articles be fixed thereto without prior and express permission from the caretaker. Any additional fittings or structures intended for use during the hire must be previously agreed by The Speedwell. Blu-tack, if used, should only be affixed to wooden surfaces and must be fully removed by the Hirer.
16. No flags, emblems or other decorations shall be displayed outside any part of The Speedwell without the previous consent of The Speedwell and the Hirer shall remove any such flag, emblem or other decoration if, in the opinion of The Speedwell it is unseemly, may expose The Speedwell to an undue risk or is deemed likely to lead to a disturbance or breach of the peace or is in contravention of the rules applying to a Conservation Area.
17. First Aid: there is a first aid box in the kitchen. Any items used should be logged in the first aid book.
18. Breakages: should any crockery or glasses be broken please advise the caretaker. There may be a charge for replacement.
19. The use of smoke effects and pyrotechnics is prohibited in all areas of The Speedwell.
20. The Hirer will be responsible for ensuring that any electrical equipment used on the premises is modern, well maintained and in good working order. Any electrical item brought on to the premises for use during the period of hire must have a current PAT certificate. In the unlikely event that there should be any faults in the sockets or switches in The Speedwell these should be reported to the caretaker.
21. No additional lights or extension from the existing electric light fittings shall be used without the previous consent of the caretaker.
22. The Hirer shall be responsible for ensuring at the termination of the hire that all doors and windows are securely locked and that all lighting and heating are properly turned off.
23. All Hirers of The Speedwell for the purpose of discos, or similar musical events and using amplified sound will be responsible for notifying the local police that such an event is to take place and for the stationing of a responsible person in the main entrance doorway to prevent unauthorised access. The Hirer is responsible for obtaining any necessary temporary event licence from South Somerset District Council.