**Reston Village Hall**

**SCIO No SCO5374**

**Booking Form**

It is important that you

• read the Conditions of Hire before completing this booking form

• contact the Hall Booking Secretary (details overleaf) immediately should you wish to change or cancel the booking

|  |  |
| --- | --- |
| Name of Applicant |  |
| Address |  |
| Contact phone number |  |
| Email address |  |
| Details of event |  |
| One-off booking / recurring booking |  |
| Date and time of event |  |
| Date |  |
| Start time (including set up) |  |
| End time (including clearing up) |  |
| If kitchen required: |  |
| Tea / coffee making only |  |
| Reheating / use of cooker & ovens |  |
| Special requirements (eg bouncy castle) |  |
| Category of let (local or non-local user) |  |
| Estimated number of people attending |  |
| Deposit paid (where appropriate): |  |
| Amount and date |  |

**Fire Precaution Regulations:**

**If numbers exceed 50,** we require the names and addresses of two responsible persons who will be present throughout the event. A sign in sheet is provided in case of fire / for track and trace purposes.

|  |  |  |
| --- | --- | --- |
| Responsible Person | Address | Contact Number |
|  |  |  |
|  |  |  |

Forms can be submitted :

**Via Email** – as an attachment to carolynwarholm@gmail.com

**By Post** - Hall Booking Secretary, Reston Village Hall, Ladeside, Reston TD14 5JW

Alternatively, phone the current Hall Booking Secretary, Lyn Warholm (07470 436897) and ask her to send you a printed form. Lyn will contact you to finalise the reservation.

By submitting this form, I accept that I have read and agree to abide by the Conditions of Hire sent to me.

Signature:­­­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reston Village Hall (RVH)**

**SCIO No SCO5374**

**Conditions of Hire**

1. The maximum number of persons allowed into the hall is limited to 100.
2. The Hirer will be responsible for leaving the premises in a clean and tidy condition, taking particular care to leave the kitchen and toilet facilities clean. All cleaning materials will be provided for this purpose and can be found in the store cupboard in the Entrance Hall. All debris from functions must be bagged and removed, including anything left in the fridge.
3. The Hirer will take all possible steps to prevent misuse of the premises and to ensure that no damage is caused to the building or fixtures, fittings and furniture during the hire.
4. The Hirer will be responsible for any function held in the premises and for the good conduct of all persons attending. The Hirer must be in attendance during the period of Let.
5. The Hirer will be responsible for any damage caused and shall undertake to repay the Village Hall the cost of making good any damage, or by replacing any articles damaged, lost or destroyed, to the satisfaction of the Committee.
6. If food and drink is to be prepared, the Hirer is responsible for ensuring that food and safety regulations are followed.
7. Please let us know if you wish to bring equipment into the Hall for your event, e.g. a Bouncy Castle. You will be required to show evidence of the appropriate Public Liability Insurance Certificate.
8. A deposit (currently £150) is to be paid in advance on all wedding bookings / dance bookings.
9. For all youth functions (under 18) the hall must be booked by an adult who must be present throughout the function.
10. For all children’s events there must be at least 2 responsible adults present at all times.
11. The Committee is not responsible for any injury sustained during the let of the Hall by an individual using the premises. A first aid kit and accident log are kept in the kitchen, and should be completed if an accident occurs.
12. The Hirer must meet with a member of the Village Hall Committee, at a mutually convenient time, to be shown around the building. This is to ensure the Hirer is aware of the fire procedure and regulations and equipment works.
13. The Hirer must be aware of the position of all the fire alarm points, fire extinguishers and fire exits on arrival. Fire escapes must not be obstructed.
14. Fire extinguishers must be readily accessible and must not be covered or hidden by any materials.
15. There must always be free and unobstructed access to ALL fire exit doors.
16. Please note the Hall is a NON-SMOKING building including the use of E-cigarettes. Smoking is only permitted outside the Hall next to the cigarette bin provided and it is the responsibility of the Hirer to ensure that this rule is followed.
17. It is the responsibility of the Hirer to ensure that no alcoholic beverages are given to under 18s.
18. It is the responsibility of the Hirer to ensure that alcohol is not sold unless an occasional licence has been granted by Scottish Borders Council, and that the correct licence is displayed for the duration of the let if alcohol is being sold.
19. To protect our neighbours, music amplification must be controlled in order that noise levels are kept to a minimum for the nearby houses. Noise levels should be reduced at 11pm. When vacating the Hall, please keep noise to a minimum.
20. It is the responsibility of the Hirer to ensure that no banned or illicit substances are to be used in or outside the Hall.
21. The Hirer must not use portable gas or electrical heaters under any circumstances.
22. Invoices will be issued to the Hirer monthly in arrears, and should be paid by the 28th day of the month following hall usage. Failure to pay on time will incur an additional charge of 10% of the Hall hire charges.
23. If the Hirer cancels a booking within 7 days, they will be required to pay 50 % of the booking charge. Cancellations with less than 24 hours’ notice will be charged the full rate.
24. The Hirer agrees to abide by the RVH Equality and Diversity Policy; the RVH Safeguarding Policy, and the RVH Social Media Policy.
25. Either submitting a paper copy or an electronic copy of the Booking Form means you have read and understood these Conditions of Hire and agree to them.

**Additional Conditions of Let during the Coronavirus Pandemic**

Hirers are responsible for ensuring that they run their group in line with the Covid guidance appropriate to their activity.

**IF REQUIRED BY GOVERNMENT GUIDANCE:**

Track and trace - recording the details of users. Hirers must inform their users that they are required to register their attendance by completing the attendance sheet below. At the end of the activity please put this in the letterbox outside.

**Reston Village Hall :**

Activity Attendance Record Name of Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Responsible Person : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Name | Phone or e-mail |
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Date to be destroyed (21 days from booking date): \_\_\_\_\_\_\_\_\_\_\_\_\_