

# HIRE AGREEMENT CROYDE VILLAGE HALL

## Application for Hire of Croyde Village Hall

To the Village Hall Committee,  
Bookings secretary- Mr Richard Windsor, C/O Breakers, Downend, Croyde, North Devon, EX33 1QE

I/We, the undersigned, hereby make application to hire Croyde Village Hall for the purpose of

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on the date or dates stated below and agree to pay the charges required by the committee.

I/We also agree to accept full responsibility for the maintenance of good order during the time the hall is in use and to indemnify the Committee against all liability for any accident arising.

I/We also agree to ensure that free access to all Emergency/Fire exit is maintained at all times.

I/We also accept full responsibility for and agree to leave the premises (including floors) in essentially the same condition as found prior to my/our hire of the hall.

I/We are liable for any damage to the premises (including floors) and/or furniture, fixtures and fittings therein.

I/We also agree to bag loose rubbish/litter and leave the bag(s) outside the hall adjacent the back or side thereof.

I/We also agree that return of the deposit (whole or part thereof) is dependant on the condition of the premises (including floors) and immediate environs upon completion of my/our hire session as determined by the committee.

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CANCELLATION POLICY. Cancellation of a booking date must be made in writing four weeks prior to the booking date, in which case the deposit paid will be refunded in full. The Village Hall Committee reserve the right to retain either part or total deposit paid should a booking date be cancelled without giving 4 weeks written notice. Bookings accepted at short notice but cancelled with reasonable notice will have the deposit refunded.  
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Date or dates on which required:

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Fee: £ . . . . . Signed: . . . . . Telephone: . . . . .

Deposit: £ . . . . . Name: . . . . .  
Organisation: . . . . . Mobile Num.: . . . . .

Address: . . . . .

Dated: . . . . .

Please make all cheques payable to:~ **Croyde Village Hall** and post direct to: David Tebbutt  
(Treasurer), Croyde Weavers, 5 St Mary's road, Croyde, North Devon, EX33 1PE

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N.B. – This booking will not be registered until the deposit fee is paid and the completed application form received. Registering must be done either 4 weeks prior to the booking date, or if less than 4 weeks to the date, at the time of the booking.  
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### RULES TO HIRERS (updated @ A.G.M. - 10<sup>th</sup> April 2010)

All bookings subject to approval of the committee.

No advertising of Bar Service unless agreed.

All timing of events must be agreed in advance.

A cleaning charge may be made if felt necessary.

No nails, pins or adhesive tape to be put into or on woodwork, paintwork or walls at any time.

**ACCIDENTS**, please write all accidents in the accident book and contact Richard Windsor to inform him of the accident.

**IN THE EVENT OF FIRE**, phone 999 (there is a public pay phone outside the hall on the main road) and please also contact Richard Windsor 01271 890101 to inform him of the incident.

**Please contact caretaker to arrange door opening.**

Live music events (**with bar**) to be over 18's only.

ALL activities to stop at midnight (as per licence).

On exiting (end of session check list):

Tables to be collapsed, chairs stacked and put away in storage cupboard and main hall floor to be swept before leaving.

Toilets and windows to be checked.

Boiler to be switched off.

All emergency exit doors to be checked.

All lights to be turned off.

Front door to be locked upon departure.

**Emergency contact number: Richard Windsor (01271) 890 101**

**Caretaker – Keyholder: Amy Freeman (07817) 497 037**

# Fire action notice

In the event of fire immediately leave the building by the nearest exit, meet at the designated fire assembly point, which is on the VILLAGE GREEN (opposite the front of the Village Hall).

Call **999** and report the fire, location:~ **Croyde Village Hall, 1 Jones's hill, Croyde, North Devon, EX33 1LX.** Please also call Richard Windsor on 01271 890101.

Nearest Public telephone is on the main road, in front of the public toilets.

**DO NOT ATTEMPT TO TACKLE THE FIRE**

**DO NOT TAKE PERSONAL RISKS**

All portable electrical equipment is the responsibility of the owner/user group that brings in the appliance; all portable electrical equipment should be in good condition, safe and fit for purpose. It is recommended that RCD (Residual Current Device protection) is used. A quick visual check of the plug and power cable is recommended before using any electrical equipment (if in doubt don't use it).

Contractors and hirers must take adequate fire precautions, familiarise themselves with the locations and types of fire fighting equipment and locations of exits before commencing activities.

All hall users must make sure all escape routes are checked, clear and fully functional before any activities commence. All less able / disabled persons should familiarise themselves to which emergency exits are suitable for their specific requirements.

Croyde Village Hall, 1 Jones's hill, Croyde

**EX33 1LX**