

**Catbrook
Village Hall**



Catbrook Memorial Hall Booking form

(Registered Charity No: 220456)

About the Hall

The hall dates from the First World War and was brought to Catbrook and erected in 1924. It has recently undergone extensive refurbishment to provide a new kitchen, toilets and facilities for those with disabilities

The central heating is new and the new hardwood hall floor is suitable for dancing

Access to the ground floor is easy for those in wheel chair.

Use of Hall

The hall may be used for private functions eg children's birthday parties, wedding receptions, christening parties and also for meetings and social events organised by local societies

Applying to use the hall

Application for use of the hall must be made to the booking secretary on 01600 860451 or rose@infotek-software.co.uk

Charges and Hours of opening

The hall is available for hire weekly for £8/hour

A Security deposit of £200 is required for each booking (fully refundable)

All charges include use of lighting, heating and use of the kitchen

Maximum Capacity

The hall has a maximum capacity of 90 seated at tables as long as fire exits are not blocked. This must be observed in all circumstances

Booking Form

Name of Hirer	
Organisation	
Address	
Phone:	
Email:	
Date Required:	
Time From:	Time To:
Purpose of Hire	

I enclose a payment of £..... And a refundable deposit of £.....

Cheques made payable to Catbrook Memorial Hall

I agree that I have read and agree to abide by the conditions of hire attached to this agreement

Name	
Signed	
Date	

Signed on behalf of Catbrook Memorial Hall

Name	
Signed	
Date	

Please Return Signed form to

Mrs R Stevens
Freberta
Catbrook
Chepstow
NP16 6NA

Conditions of Hire

To be read by all persons hiring Catbrook Hall

Fire Precautions & Emergency Procedure

1. The hirer is the person responsible for implementing the safety procedure. (Full fire and emergency procedure is available in the User guide at the hall)
2. Reasonable safety precautions are to be observed and the appropriate action taken in the event of an emergency
3. Emergency Exits must not be obstructed at any time
4. Observe and enforce the no smoking policy
5. Observe the location of all fire fighting equipment
6. Please refer to Appendix 1 for the full procedure

Payment

Full payment must be paid on completion of the booking form. A provisional booking can be held for 14 days but must be confirmed with the completed booking form and necessary fee to secure the booking.

Security Deposit

A security deposit of £200 will be required with payment of the hire charges. The deposit will be fully refundable if no damage has been caused during the hiring.

Refreshments

It is the hirer's responsibility to comply with current Food Hygiene rules and regulations. Any outside caterers should also comply with current regulations

Alcohol

Alcohol can be served on the premises but not sold unless the appropriate licence is applied for from the local authority by the hirer

Use of Premises

- The memorial hall, car park and surrounding areas should be left in the condition as found
- The hirer shall be responsible for the full cost of repair or replacement of any damage caused during the hire of the hall
- All damage and loss must be reported to the booking secretary as soon as possible
- The hirer is responsible for the behaviour of all persons using the premises during the hire period
- The hirer must ensure that all rubbish is removed from the hall
- Except in the case of assistance dogs, dogs are not allowed in the hall.
- The hirer must ensure the noise level does not cause inconvenience to the occupiers of nearby houses

Supervision

The hirer of the hall must be over the age of 18 and shall be on the premises for the entire period of hire and shall not be engaged in any duties which prevent them from exercising general supervision

Termination

The hiring of the hall can be terminated if

- Any fee is not paid on time
- Any unacceptable behaviour is observed
- Any of the above conditions are not complied with or broken

1 *Hirer's Responsibilities.*

1.1 The Hirer must appoint a "Responsible Person" to be present throughout the event.

1.2 Before the event that person should;

familiarise themselves with the layout of the Hall, its equipment and its exits [*see attached plan*];
read the Emergency Procedures listed below; and
consider whether any additional fire risks and safety requirements might be associated with the event.

1.3 During the event that person must accept and assume responsibility for initiating and controlling all emergency procedures and actions.

2 *Fire & Safety Precautions*

2.1 Comply with the agreed use of the Hall. Sleepovers require special permission and incur additional conditions.

2.2 Observe any limitation on the numbers attending the event which have been agreed during the booking process.

2.3 Equipment brought into the Hall must be suitably certified and safe for use.

2.4 Exits must not be obstructed at any time.

2.5 Observe and enforce the Welsh Assembly's No Smoking policy for enclosed spaces.

2.6 Do not allow the build up of rubbish. [This must be removed after the event.]

2.7 Although it is not essential, we recommended that the "Responsible Person" is identified during any opening announcements at the event with the request that they are notified immediately a fire is discovered.

If you have any doubts about the responsibilities imposed by these procedures please contact the Hall's Hire Secretary immediately.

Fire Procedures

- 1 **CONFIRM THE PRESENCE OF ANY REPORTED FIRE.**
- 2 **BRIEFLY ASSESS ITS SEVERITY. [DO NOT TRY TO CONTROL IT WITHOUT HELP.]**
- 3 **HALT THE PROCEEDINGS IMMEDIATELY WITH AN APPROPRIATE ANNOUNCEMENT.** [Irrespective of the size or severity of the fire.]
- 4 **ORGANISE AN IMMEDIATE CHECK OF THE KITCHEN & ALL TOILETS - WHETHER OR NOT ANY DECISION TO EVACUATE HAS BEEN TAKEN.** [These locations have no secondary means of escape.]
- 5 **CONTACT THE FIRE BRIGADE IMMEDIATELY.**

Caution: *As there is no telephone in the Hall and mobile phone reception can not be guaranteed within it, someone will have to be delegated to leave the Hall and make the emergency call. Because the nearest public phone is 300yds away, it may be necessary to ask for help from one of the neighbouring properties if the emergency services can not be contacted by any mobile phone.*

- 6 **EVACUATE THE PREMISES IMMEDIATELY UNLESS THE FIRE IS CLEARLY MINOR, ISOLATED, AND NON-ELECTRICAL.** [eg; a chair or window curtain]
- 7 **INSTRUCT EVERYONE TO**
 - A **ASSEMBLE AT THE ROADSIDE GRASS TRIANGLE TOWARDS THE CENTRE OF THE VILLAGE FROM THE HALL.**
 - AND**
 - B **REPORT ANY MISSING PERSON TO YOU.**
- 8 **PAY PARTICULAR ATTENTION TO THE PRESENCE AND NEEDS OF CHILDREN AND/OR DISABLED PERSONS WHEN ORDERING AND ORGANISING ANY EVACUATION.**

**REMEMBER
IF IN DOUBT – GET EVERYBODY OUT!**

