Booking Form – Little Stoke Community Building - 01454 865202

Reason for Hire						
Date(s) Required						
Frequency		**Time Start**	**Time End**	**Room**	**Tick**	**Approx. No.**
One off				***Kingfisher*** *(full hall)* **(90 max capacity)**		
Weekly				**Owl** (meeting room)		
Monthly				**Dove** (half hall - back) Not available to hire at weekend		
Other				**Wren** (half hall - front) Not available to hire at weekend		
Room Requirements						

Payment for hall to be made in full 14 days prior to event. Hall bookings over 6hrs will require payment in full, 30 days prior to event.

Cancellation policy – No Refunds if notification not received: -
14 days' prior for bookings under 6hrs / 30 days prior for bookings over 6 hrs.

Name of Hirer / Primary Contact	
Name Organisation (if applicable)	
Postal Address	
Postcode	
Tel Contact No. / Mobile	
Email Address	

I accept responsibility for ensuring total compliance with the Little Stoke Community Hall Conditions of Hire, Premises Licence, and evacuation procedures – a copy of which I will retain.

Hirer Signature		**Date**
Office Signature		**Date**

Booking Form to be returned to:- admin@stokegifford.org.uk
Stoke Gifford Parish Council, Community Hall, Little Stoke Lane, Little Stoke, BS34 6HR

An invoice for payment will be sent once booking form processed (including payments option/details)
For the sum of £ _____

A copy of insurance form (public liability) to be provided where applicable. Attached Yes / No

Little Stoke Community Hall - Conditions of Hire

- **Smoking in the building or immediately outside it, is forbidden. The use of any fire/smoke products are not to be used or ignited in the venue ie birthday cake candles, Disco smoke machines, food heating burners etc – if the fire alarm is activated, you will be fined £50.00. The fire brigade will be summoned automatically via the security alarm system. In the event of an emergency please call 999.**
- **Please note we do not accept booking at this venue for 16th to 21st birthday celebrations. This is due to difficulties in managing noise disturbance, anti-social behaviour, and alcohol licensing laws etc**
- **The building is equipped with smoke alarms which must not be covered over or tampered with.**
- **CCTV is in operation on the premises.**
- **You, as hirer, are requested to undertake a risk assessment regarding all the activities taking place with 'members' whilst in the building.**
- **Do not stick or attach anything to the painted walls.**
- **Site Closure - Please note the car park and venue closes promptly at 9.30pm (by an external security contractor)– the primary booking contact should ensure the event and guests have departed site at this time.**
- **A (delegated) physically capable person over 21 years shall be always on the premises when the event is in progress.**
- **At least two competent attendants must be familiar with the position and use of fire equipment and evacuation procedures. They must also know who is always in the building/party booking.**
- **The person hiring the room (s) must keep a register of persons attending. The hirer is responsible for all persons in the building, invited or not.**
- **No entertainment which is obscene to public decency, or likely to excite a breach of the peace, shall be permitted. Complaints about noise from adjacent residents are liable to cause the event to be closed. When music is being played, please ensure all windows and doors remain closed and kept to an acceptable sound level.**
- **Bouncy Castles – please notify the office on booking form if you are planning to hire a bouncy castle – top car park barriers will remain open during your booking time.**
  Maximum space available to accommodate a Bouncy castle is 320cm Wide x 400cm Height x 380cm Depth
- **Users of Disco's and Bouncy castles and other electrical equipment must see the equipment's PAT certificate/insurance documentation. No smoke machines to be used as they trigger the smoke alarms.**
- **Lasers may not be used without permission of the Licensing Authority (South Gloucestershire Council**
- **In the event of a power failure or any other issues relating to your hall booking, please contact the Caretaker (tel number on front door)**
- **A First Aid Kit is in the kitchen. Please ensure all accidents are recorded with office.**

EVACUATION OF LITTLE STOKE COMMUNITY BUILDING

In the event of a fire, or other event likely to put people in the building at risk, the person who hires the hall has the responsibility to ensure safe evacuation of all those in the building. There are 4 fire exits from the main hall, which must be kept clear at all times. Please ensure you are familiar with their location on arrival. The fire Brigade must be summoned to any outbreaks of fire, however slight.

People should leave the venue by the nearest exit or that furthest away from the source of a fire.
The Fire Assembly point is signposted with a green fire assembly image near the changing rooms block / adjacent to the car park.
Do not wedge open fire doors. The front (main door) to the building is also a Fire Exit. Unless prevented from doing so, those nearest to it should use it.

INSURANCE

The Council has a public Liability Insurance Policy for all Hiring's where the organisation does not already have its own. The cost of this is included within the Hiring charge.

PREMISES LICENCE.

Stoke Gifford Parish Council holds a Premises License. This restricts the main hall to a maximum capacity of 90 people and stipulates the times at which events must cease (see over). It also requires an electrical safety check, enough fire appliances and approval from the police. Licensing act 2003
I, the Clerk of SGPC, being the holder of the Public Entertainment Licence in respect of Little Stoke Community Hall, am satisfied that the hirer can ensure compliance with all licence conditions.
He/she has been fully instructed in the evacuation procedures and understands the responsibilities placed upon him,/her by the licence conditions.

FINAL NOTE

Parties are expected to clear up, close windows and doors, switch off all lights, and leave the building secure as you found it on arrival. **Please retain page 2 for information/reference**