
Letterston Memorial Hall

Station Road, Letterston, Pembrokeshire SA62 5RZ
Contact No.: 01348 872282/840604 Payphone No.: 01348 840541

Booking Form/Application form

Main Hall		IT Room		Health Room		Committee Room	
Required times.	Start Time including set up				Finish Time including exit		
No. of people attending		over 25			15-25		under 15
Name							
Date of birth(if under 25)							
Position in organisation							
Name of Organisation							
Address							
Tel No.							
Purpose of activity/event							
Type of event (lecture/ party/music gig/etc							
Name of entertainer							
I require use of the following:							
Electric piano		.	Video projector and screen				
Number of Microphones	Fixed		Disco equipment and lights				
	Cordless						
Stage lighting			Hearing loop				

Your attention is drawn to the Policies and Statements of the Hall. Full copies are available in the Handbook available in the kitchen area of the hall. Particular attention is drawn to the Child Protection, Equal Opportunities, Smoke Free, and Fire Policies, and the Conditions of Hire.

Covid 19. IMPORTANT. As hirer it is your responsibility to take measures to ensure safety and traceability of users under your care. A sample Trace document is attached that you may use of all users to register their contact details in case of a subsequent diagnosis of a virus amongst the attendees

Please sign below to acknowledge:

I accept that I will have to provide at my own cost the required number of Registered Door-persons as stipulated on the Public Entertainment Licence for the premises. These will normally be provided by the Hall Committee unless in some circumstances they can be provided by the hirer.

Number of Registered Door-persons to be supplied by the hirer		
NOTE: We need to know 7days in advance if the hirer is to provide Door-persons		
Name	SIA Badge Number	
Door-persons will need to arrive 30 minutes before the doors open and remain until the public have completely left the hall.		

I undertake to supply the names addresses and the badge numbers of the nominated registered door-person 7 days prior to the date of the event.

I am aware that this form maybe forwarded on to the statutory agencies for clarification purposes.

I accept the terms and conditions, as stated on the Conditions of Hire for the Hall and will ensure that we will comply with all statutory requirements including Health and Safety while using the facilities.

I have carried out a full Risk Assessment to address Covid 19 issues.

Signed _____ Date _____

Please return form to:

Mrs H Johnson, Maes y Coed, St David's Rd, Letterston, Pembrokeshire SA62 5SJ.

Please telephone if you have any queries: 01348 872282/840604.

N.B. Any person or Organisation who in an application for the hire of the premises, knowingly or recklessly makes any statement which is false in any material respect shall be liable to have the booking cancelled and any booking fee forfeited.

Letterston Memorial Hall

Station Road, Letterston, Pembrokeshire SA62 5RZ
Contact No.: 01348 872282/840604 Payphone No.: 01348 840541

Conditions of Hire

The hirer agrees

- 1** To be responsible for **supervision of the premises** during the period of hire. This to include the care, safety from damage from the behaviour of all people using the premises whatever their capacity.
- 2** To be responsible for the proper supervision of all **car parking** arrangements to avoid obstruction of the highway. In periods of dry weather, use of the Hall field may be used as an overspill car park but this must be supervised by the hirer.
- 3** To give a clear description of the **activity planned** at the time of booking
- 4** To provide a **guest list**, for a private party, to the Hall Committee prior to the event. The aim of this is to assess the requirements for Door Supervision and Stewards.
- 5** Not to sub-let or use the premises for any **unlawful purpose** or in any unlawful way do anything or bring onto the premises anything which may endanger the premises on any insurance policies.
- 6** Not allow the **consumption of alcoholic liquor** without written permission. The only exception to this is when alcoholic liquor is purchased from the authorised bar run by the Committee. When a Licensed Bar is in operation alcoholic liquor may only be consumed if it has been purchased from the bar.
- 7** To notify **under-21's** that 'proof of age' identification cards will be required at any event where alcoholic liquor is being sold.
- 8** Any **hazardous event**, such as fireworks is not allowed.
- 9** To **indemnify the Committee** for the cost of repair of any damage done to any part of the property that may occur during the period of the hiring.
- 10** To be responsible for leaving the premises and surrounds in a **clean and tidy** condition, properly locked and secured at the end of the Hiring.
- 11** That any **contents temporarily moved** from their usual positions properly replaced, otherwise the Committee shall be at liberty to make an additional charge.
- 12** To take away all **rubbish** and dispose of properly.
- 13** Not to **display/attach** any items to any part of the building or **store** additional equipment without the written permission from the Hall Committee Secretary.

-
- 14** To pay for **licensed door supervisors**, supplied by the Hall Committee, at events where the Hall Committee/County Council deem essential in order to comply with the new Licensing Regulations 2003.
- 15** To be responsible for providing **Stewards** unless informed otherwise by the Hall Committee. One steward is required per 50 people or 10 children and must be on duty for the duration of the event. The Stewards are required for Fire Safety Legislation to escort people safely from the building in the event of a fire etc. Stewards are not allowed to consume alcohol or take an active part in the event. They are to be fully conversant with the policies of the Hall committee and the layout of the building.
- 16** To be wholly responsible for complying with **Health and Safety** rules and any event involving children will require supervisors to be CRB checked.
- 17** Hall opening during Covid-19 pandemic. Please make clear arrangements with the Booking Secretary.
- a)** Someone from the Hall will open the outside door when you arrive (Please ensure you are on time!)
 - b)** You will be responsible for keeping the outside door locked during the Hall use.
 - c)** Any late arrivals should be let in and the door locked again by a responsible person. Advise all participants that the hall should remain locked.
 - d)** You will be responsible for securing the Hall by locking the door and any windows when leaving.

The committee agrees

- 18** To make the hall available in a clean and orderly condition at the times agreed on the Booking Form.

Cancellation

- 19** If the hirer wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or the re-payment of the fee shall be at the discretion of the Committee.
- 20** If a group cancels 24 hours before the booking time (or fails to turn up), they are liable to pay half the total booking fee. This is to cover hall expenses in preparation for the hiring – heating, layout of the hall, staff time, etc.
- 21** The committee reserves the right to cancel any hiring. This will only be implemented in exceptional circumstance and the Hirer will be entitled to a full refund of fees or deposits.
- 22** In the event of the Hall or any part being unfit for the use for which it has been hired the Committee will not be liable to the Hirer for any resulting loss or damage whatsoever.

Covid 19.

23 It is the hirer's responsibility to comply with all regulations including Tracing and good health practice.

General

The committee will make every effort to provide a first class service to hirer for the use of the hall and its facilities.

The Hirer is asked to be considerate of the fact that the hall is run by a volunteer committee.

IMPORTANT. It is the responsibility of the hirer to read and comply with all of the policies of the Hall which are available in a folder and kept in the kitchen and available for inspection at any reasonable time. These documents include the Non Smoking Policy and the Fire Safety Policy.

(Sample) Trace Form. Letterston Memorial Hall

Event date:

Hirer.

Contact phone number

Name of all Bubble contact Contact phone, email, or address

Confirmation of Booking

Directions: At Letterston crossroads turn right off the A40 when approaching from Haverfordwest, left when approaching from Fishguard - the Hall is ¼ mile on the right.

Main Hall		IT Room		Health Room		Committee Room	
Required times.	Start Time including set up				Finish Time including exit		
Maximum Occupancy for the event							
Number of Stewards required by the hirer				Number of SIA Registered Door Supervisors required by hirer			
Name							
Name of Organisation							
Address							
Corvid 19		We have carried out a full Risk Assessment for use of the premises, including the preparation, use, and take down of any of our equipment used.					

This booking is accepted on the condition that the Maximum Occupancy number is not exceeded. The Committee reserves the right to cancel the booking if any unforeseen circumstances arise.

Signed _____

Mrs H Johnson, Maes y Coed, St David's Road, Letterston. SA62 5SJ

Tel no: 01348 872282/840604

On behalf of Letterston Memorial Limited

Caretaker: Biz Lewis Telephone 01348 840949

Letterston Memorial Hall

Reviewed date September 2020

IMPORTANT. Please keep in mind that this is a Community Hall run entirely by Volunteers and a Volunteer Committee who receive no payment. It is the responsibility of the hirer to read and comply with all of the policies of the Hall which are available in a folder and kept in the entrance hall and available for inspection at any reasonable time. These documents include the Non Smoking Policy and the Fire Safety Policy.