

GREAT ALNE & KINWARTON MEMORIAL HALL

Charity Commission Reg No 522931

BLOCK BOOKING HIRE AGREEMENT

Conditions of Hire Attached – Please retains for your own records

Please complete this form and return it, at least 4 weeks prior to each block booking period, to the bookings Secretary

Peter Harris, 10 Appleby Close, Great Alne, Alcester, Warwickshire B49 6HJ
Email: gakmemorialhall@gmail.com Tel: 0845 257 4881

Organisation	Phone No
Contact name	
Address	Email

Day of week of regular event:	Time required :
Please enter dates required below as a range or individual dates. Also indicate the dates of any holidays etc when you will NOT need the booking.	
Block Booking Hire Charge per Session	£

Outstanding fees must be settled prior to the start of every booking period.

I am over 21 years of age and accept these charges.* I agree to comply with the attached Standard and Supplementary Conditions of Hire.			
Hirer's Signature	Risk Assessment Completed (Tick)	Booking Confirmed (Office)	Payment Received (Office) Damage Deposit Final
Date			

Data Protection Policy. Personal data is held by us solely for accounting purposes. See the website www.greatalnememorialhall.org.uk for full policy details and right of access

**Great Alne & Kinwarton Memorial Hall
Covid-19 Supplementary Terms and Conditions**

**These Terms and Conditions are supplemental to the Hall's normal Terms and Conditions
and should be signed and returned with the Booking Form**

SC1:

You **MUST** comply with all of the actions identified in the Hall's Risk Assessment as the hirer's responsibility.

SC2:

You are **strongly advised** to read the Hall's Risk Assessment and then complete a Risk Assessment for your own event/activity before booking.

SC3:

You **MUST** ensure that those attending your activity/event comply with government advice.

SC4:

Although there is no longer a legal requirement to wear a face covering, it is **recommended** that people continue to wear a mask in crowded and enclosed spaces where they may come into contact with other people they do not normally meet. However a mask is not required if eating or drinking at a table.

It is **recommended** that everyone should use the hand sanitiser provided when entering and leaving the Hall, when using the kitchen and after using the cloakrooms.

It is **recommended** that the Hall is kept well ventilated throughout your hire, with windows and doors left open if possible. You **MUST** ensure that they are all securely closed on leaving.

SC5:

You **MUST** keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event or activity. This can be done manually or by asking everyone who attends to use the NHS QR poster at the hall entrance, or using a combination of both.

SC6:

You **MUST** ensure that everyone planning to attend your activity/event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 48 hours.

If anyone who has attended your event or activity develops COVID-19 symptoms within 5 days of visiting the Hall they **MUST** immediately seek a COVID-19 test and **MUST** notify you and us straight away.

They **MUST** also notify us of the outcome of the test as soon as possible.

SC7:

In the event that someone becomes unwell with suspected COVID-19 symptoms while at the Hall you **MUST** isolate them in the Committee Room until they can be taken home.

You **MUST** ask everyone else to leave the premises, observing the usual hand sanitising and social distancing precautions. You should advise them to launder their clothes when they arrive home.

You **MUST** inform the Hall Bookings Secretary about the incident immediately (Phone 0845 257 4881).

You **MUST** also contact the NHS Test, Track and Trace facility to enable them to alert others who have been in contact with the infected person.

SC8:

We retain the right to close the Hall if there are safety concerns relating to COVID-19. For example, if someone who has attended the Hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly. We will refund your deposit but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

Terms and conditions accepted by

Name

Date

Signature

Great Alne & Kinwarton Memorial Hall

End of Hire Check List

Hirers are expected to leave the Memorial Hall clean and tidy, with all facilities left as they found them. To that end the following checklist is provided as an aide memoire.

PLEASE REPORT ANY DAMAGE OR BREAKAGES

Area	Action	Done
Main Hall	Stack all padded chairs in 6s and store in storeroom using trolley	<input type="checkbox"/>
	Collapse and stack all large tables on end adjacent to storeroom	<input type="checkbox"/>
	Collapse and stack all small tables in storeroom	<input type="checkbox"/>
	Remove all decorations	<input type="checkbox"/>
	Sweep/vacuum the Hall floor	<input type="checkbox"/>
	Mop all spillages	<input type="checkbox"/>
	Stack plastic chairs in 4s and place against pillars	<input type="checkbox"/>
	Stack remaining chairs in 6s in committee room using trolley	<input type="checkbox"/>
	Open all curtains	<input type="checkbox"/>
	Close windows and fire doors	<input type="checkbox"/>
	Switch off lights	<input type="checkbox"/>
	Kitchen	Sweep the kitchen floor
Mop all spillages		<input type="checkbox"/>
Wash and dry all cutlery, crockery and glasses		<input type="checkbox"/>
Sort and store all cutlery in the cutlery trolley and cover		<input type="checkbox"/>
Sort and store all crockery on the shelves provided and cover		<input type="checkbox"/>
Sort all glasses into the correct boxes and store in committee room		<input type="checkbox"/>
Store jugs, dishes, condiments, cafetières etc in committee room		<input type="checkbox"/>
Drain and switch off dishwasher; leave cover open		<input type="checkbox"/>
Drain and switch off bain-marie		<input type="checkbox"/>
Wipe all surfaces		<input type="checkbox"/>
Empty the fridge		<input type="checkbox"/>
Turn off gas supply		<input type="checkbox"/>
Turn off electric oven (but do not switch off at wall)		<input type="checkbox"/>
Empty waste into grey bins outside		<input type="checkbox"/>
Empty packaging and bottles into blue bins		<input type="checkbox"/>
Committee Room	Sweep/vacuum floor	<input type="checkbox"/>
	Mop any spillages	<input type="checkbox"/>
	Empty the fridge	<input type="checkbox"/>
Stage	Switch off lights	<input type="checkbox"/>
	Raise screen and switch off at socket	<input type="checkbox"/>
	Shut down projector and switch off at socket	<input type="checkbox"/>
	Store and lock all AV cables in cabinet	<input type="checkbox"/>
	Sweep stage	<input type="checkbox"/>
Toilets	Mop floors as necessary	<input type="checkbox"/>