

COMPLETE, SIGN AND RETURN THIS FORM

KNOCKIN ASSEMBLY ROOMS – BOOKING FORM

(Charity Commission Number: 522537)

Please return this form promptly to secure your booking

Fee: £ _____ per hour

Date required:
Time required: From: _____ To: _____
Please allow adequate time to set up before your event and clear away afterwards
Purpose of Booking:
Name:
Name of Organisation (if applicable):
Address:
Postcode:
Telephone: Day: _____ Evening: _____
Mobile phone:
Approx. how many people will attend? _____ Max 180 persons
Do you intend to supply alcohol at this event? Yes / No <i>(If yes, please read attached conditions carefully)</i>
There are 12 round tables, 16 small tables and 150 chairs in the Assembly Rooms.
Deposit: £ _____ (payable now to secure your booking)*
Booking Fee: £ _____ (payable on day of hire)*

Hirer's Agreement

I have read and understand the Conditions of Hire for Knockin Assembly Rooms. By signing this form I undertake to abide by these conditions. I understand that my deposit will be returned in full, within ten days of my Booking, provided that no damage or loss to the building and property of Knockin Assembly Rooms was made during my Booking and that **I leave the Assembly Rooms in a clean and tidy condition**.

Knockin Village Hall uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall, staff employment and its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the hall Secretary. A copy of the privacy notice can be found on the website www.knockinpc.com

Cheques payable to Knockin Village Hall

Hirer's Name: _____

Hirer's Signature: _____

Date: ___/___/___

Bookings Officer: Miranda Lawson

Date: ___/___/___

Please return this form, the "Permission to Supply Alcohol" form and your deposit to:
Miranda Lawson, Brook House, Osbaston Knockin SY108HT
Tel: 01691 682307

COMPLETE, SIGN AND RETURN THIS FORM

KNOCKIN ASSEMBLY ROOMS – BOOKING FORM

(Charity Commission Number: 522537)

Application for permission to supply alcohol at a function at Knockin Assembly Rooms

Licensing Act 2003 – This form must be completed by every hirer and returned to Penny O'Hagan, the Bookings Officer, along with the standard booking form and deposit. Please note that your booking will not be secure until we have received this information.

Knockin Assembly Rooms holds a Premises License awarded by Oswestry Borough Council under the Licensing Act 2003. The Designated Premises Supervisor (DPS) is The Parish Council contact number 01691 682863

Date of Booking:

Name of Hirer:

Purpose of Booking:

Please refer to notes on alcohol in the "Conditions of Hire" before completing:-

1. Do you intend to supply alcohol at your function? (For example a full bar, supplying alcoholic drink to adults at children's parties, alcoholic drinks served with a lunch or at a meeting or conference).

YES NO

2. If **YES** do you intend to use a Personal Licence Holder (i.e. a pub landlord/bar services) to run the bar at your event?

YES NO

Please supply details of the Personal Licence Holder appointed to sell alcohol at your event:

Name of Personal Licence Holder:

Address:

Contact numbers incl. mobile number:

3. If you answered **NO** to Question 2, under the Conditions of the Premises License held by Knockin Assembly Rooms you are entitled to supply alcohol, but only with the consent of the Assembly Rooms Committee, and providing that you adhere fully to the rules listed below: A fee of £25 is charged for this service.

- ◆ ONLY SERVE ALCOHOL DURING THE HOURS STATED IN THE CONDITIONS OF HIRE
- ◆ DO NOT SERVE ALCOHOL TO ANYONE UNDER 18 YEARS OF AGE, OR WHO APPEARS TO BE UNDER 18 YEARS OLD
- ◆ DO NOT SERVE ALCOHOL TO PEOPLE WHO ARE DRUNK, OR APPEAR TO BE DRUNK
- ◆ DO NOT SERVE POLICE OFFICERS IN UNIFORM
- ◆ IN THE INTERESTS OF SAFETY NO GLASSES OR BOTTLES TO BE TAKEN INTO THE CAR PARK OR AMENITY AREA

I agree that I am a responsible adult, aged over 18 years and that I will Abide by the terms and conditions specified above. I agree that I am responsible for the behaviour of those attending this function and for the use of alcohol at this function. I understand that the Designated Premises Supervisor is permitted to attend my function at any time during the period of hire.

Signature of Hirer:

Date:

Name of Hirer (please print)

PLEASE KEEP THIS INFORMATION IN A SAFE PLACE AND REFER TO IT AGAIN ON THE DAY OF YOUR BOOKING. WE SUGGEST YOU BRING THIS INFORMATION ALONG TO YOUR EVENT

KNOCKIN ASSEMBLY ROOMS – CONDITIONS OF HIRE

(Charity Commission Number: 522537)

Please read the following “Conditions of Hire” carefully. When you sign your booking form you agree to abide by all the terms and conditions given below.

If the Hirer is in any doubt as to the meaning of these conditions please consult the Bookings Officer: Penny O’Hagan on 01691 682683. For the purposes of these conditions, the HIRER shall mean an individual hirer, or where the hirer is an organisation, the authorised representative.

The Designated Premises Supervisor is Penny O’Hagan 01691 682683

SPECIAL CONDITIONS

1. Capacity of Knockin Assembly Rooms, as stipulated by the Fire Authority

Maximum number of persons allowed into the building at any one time – 180.

2. Alcohol and Entertainment License

Knockin Assembly Rooms is licensed (Licensing Act 2003) by Shropshire Council for entertainment (live and recorded music and dancing) and the supply of alcohol between the following hours:

Sunday to Saturday	9 am to 1 am
New Years Eve	9 am – 2.30 am
Ball	9 am – 2.30 am

Plus half-hour to clear away at the end of the event. The serving of alcohol and all music and dancing should therefore cease at the end times given above.

No music to be played on the Amenity Area after 10 pm.

All Hirers **must complete** the “Application for Permission to Supply Alcohol” form and clearly state, at the time of booking, if they intend to supply any alcohol during their period of hire. The Designated Premises Supervisor has authority to attend any function where alcohol is being supplied.

3. Smoking

Knockin Assembly Rooms operates a **NO SMOKING** policy throughout the building. Sand tubs for cigarette ends are provided outside.

4. Noise Limiting

The main hall has a noise limiting device in operation and it is a requirement of the hiring that all windows and doors are to be kept closed when there is any amplified music or speech. Hirer to make entertainment/disco aware that a noise limiting device is in situ and will cut power if limit is exceeded

5. Booking Procedure, Hiring Agreement and Payment

- ◆ The hourly rate is shown on the Booking Form.
- ◆ A **deposit** is payable by cheque to secure your booking and must be submitted with your hiring agreement. All Hirer’s must pay a deposit.
- ◆ Your booking is not confirmed until your deposit cheque, signed hiring agreement and “Application for Permission to Supply Alcohol” form are received by the Bookings Officer.
- ◆ The hiring agreement should not be signed by anyone under 18 years old.
- ◆ The deposit, less the amount required to rectify any damages, will be returned to you within 10 days of the booking.
- ◆ **The full booking fee must be paid on the day of hire.**
- ◆ All cheques payable to “Knockin Village Hall”.
- ◆ By signing the hiring agreement the Hirer accepts full responsibility for Knockin Assembly Rooms for the duration of the hire period and he/she complies with license conditions, fire and other safety regulations and the Assembly Rooms’ operating schedule and licensing rules. The person

signing the agreement undertakes to be present and responsible for these conditions/regulations during the period of hire.

6. Hire Period

The Hirer should include time for preparation and clearing up when establishing the total period of hire required. Preparation and clearing up time will be charged at the usual hourly rate. The Hirer is responsible for making sure that the premises are not left unattended and unsecured at any time during the hire period.

7. Removal of Rubbish

Hirers must **remove all rubbish from the premises and grounds at the end of their booking.** Hirers must not place their rubbish in the bins in the Assembly Rooms grounds or on the playing field.

8. Assembly Rooms Property

Please inform the Assembly Rooms representative if you notice any damaged or broken items at the start of your hire period. Replace tables and chairs in the store room and clean the Assembly Rooms to the same standard in which it was found. Failure to meet Conditions 6 & 7 will result in the Management Committee withholding some or all of the Hirer's deposit.

9. Vandalism

Knockin Assembly Rooms operates a zero tolerance policy on vandalism and graffiti. If such damage occurs during your booking you will be responsible for paying the full cost of rectifying all damage.

10. Emergencies

The Hirer and/or another responsible adult should be conversant with the location of first aid and fire fighting equipment and read the "Fire Evacuation Procedure" notice. The First Aid box is located in the kitchen. All accidents must be recorded on the Accident Form, located near the First Aid box and reported to the Assembly Rooms representative.

11. Purpose of Hire

The Management Committee reserves the right to refuse any application for hire, without stating the reasons for doing so.

12. Right of Entry

The Management Committee, or persons authorised by them shall have the right of free and unimpeded entry to the premises at all times.

13. Cancellation or Termination of Hire

The Management Committee reserves the right to cancel the Hiring Agreement at any time, or to prohibit the continuance of an event, if it considers that the Hirer has failed to comply with any of the Conditions of Hire. In such circumstances the Hirer shall forfeit the whole of the fees paid for the hire, and the Management Committee shall not be liable for any payment in respect of an actual or presumed loss of profit or any other cause.

14. Noise

The Hirer is responsible for ensuring that noise is kept to a minimum when guests are arriving and leaving the building.

15. Parking

Parking is at Owners Risk. The Committee take no responsibility for loss or damage to property whilst on Assembly Rooms property. For reasons of safety parking restrictions apply. Please keep within allocated areas for parking. This also applies to the public highway outside the main entrance to Knockin Assembly Rooms.

16. Public Liability Insurance

The insurance held by Knockin Assembly Rooms Management Committee provides limited cover for personal and social users of the Assembly Rooms. The secretary can provide details on request.

17. Promotional Material

Promotional material may not be attached to any part of Knockin Assembly Rooms without prior permission of the Management Committee.

18. Temporary Decorations

The use of Sellotape, Blu Tack, drawing pins and nails on internal walls is forbidden. You will be charged for damage to the walls or décor.

19. Bouncy Castles

The maximum height for bouncy castles/inflatable toys to be used inside the Assembly Rooms is 3 metres. Bouncy castles must not exceed this height. Note that Knockin Assembly Rooms Management Committee is not covered for any claims arising from the use of bouncy castles or any other equipment brought into the Assembly Rooms or used on Assembly Rooms property, by the Hirer. It is the responsibility of the Hirer to ensure that the use of such equipment is properly insured.

20. Disco Equipment

We regret that the use of "bubble machines" is not permitted.

21. Personal Property

Knockin Assembly Rooms accepts no responsibility for loss or damage to personal property brought onto our premises.

STANDARD CONDITIONS

1. Supervision

The hirer must be over 18 years old and will, during the period of hire, be responsible for supervision of the premises, the fabric and the contents; their care, safety from damage, however slight; or change of any sort and the behaviour of all persons using the premises whatever their capacity; including proper supervision of car parking arrangements so as to avoid obstruction to the highway.

2. Use of Premises

The Hirer shall not use the premises for any other purpose other than described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way or bring into the premises anything which may endanger or render invalid any insurance policies in respect thereof, nor allow the consumption of alcohol thereon without written permission.

3. Gaming, Betting and Lotteries

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

4. Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, and the Local Magistrates Court or otherwise, particularly in connection with any event, which includes public dancing or music or similar public entertainment.

5. Health and Hygiene

The Hirer shall if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.

6. Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought by him to the premises and used there shall be in safe and good working order, and used in a safe manner. Where a residual circuit breaker is provided under terms of the PEL or CPL the Hirer must make use of it in the interest of public safety.

7. Indemnity

The Hirer shall indemnify the Knockin Assembly Rooms Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building, which may occur during the period of hire as a result of the hiring. The Hirer shall be responsible for making arrangements to insure against any third party claims which may lie against him (or the organisation if acting as a representative) whilst using the Knockin Assembly Rooms. (The Assembly Rooms is insured against claims arising out of its own negligence).

8. Animals

The Hirer shall ensure that **no animals** (including birds) except Guide Dogs are brought into the Assembly Rooms. unless prior permission is given.

9. Compliance with the Children Act

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act 1989 and that only fit and proper persons have access to the children.

10. Fly Posting

The Hirer shall not carry out or permit fly posting or any form of unauthorised advertisements for any event taking place at Knockin Assembly Rooms, and shall indemnify the Committee accordingly against all action, claims and proceedings arising from any breach of this condition.

11. Cancellation

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 payment or the repayment of the fee shall be at the discretion of the Committee. The Committee reserves the right to cancel the hiring in the vent of the Assembly Rooms being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the Hirer shall be entitled to a refund of any deposit already paid.

12. Unfit for Use

In the event of Knockin Assembly Rooms or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.

13. Refusal of Booking

The Committee reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time before or during the term of the agreement upon giving seven days' notice to the Hirer.

14. End of Hire

The Hirer shall be responsible for leaving the premises and the surrounding area in a clean and tidy condition, properly locked and secured unless directed to do otherwise. Also, any contents temporarily removed from their usual positions must be properly replaced; otherwise the Committee shall be at liberty to make an additional charge. The Hirer as the option at a charge to use the hall cleaner for use on the day after the function to carry out the general cleaning of the hall this does **NOT** include putting any tables and chairs uses away, this can be arrange again for an additional charge – see charges.

PLEASE REMOVE ALL RUBBISH AT THE END OF YOUR FUNCTION

Important Numbers:

Designated Premises Supervisor and
Booking Secretary

Penny O'Hagan 01691 682683
Miranda Lawson 01691 682397

If you are having difficulty contacting the Booking Secretary then please contact our Chairman who will be able to help with your enquiry.

Sandy Edwards sandyedwards71@yahoo.co.uk

There is no telephone in the Assembly Rooms; we therefore recommend Hirers bring a mobile phone. The nearest phone box is situated in the village. Directions: Turn left out of car park, left into the Kinnerley Road and the phone box is on the right-hand side.

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