

APPLICATION FOR HIRE OF LLANON VILLAGE HALL

charity registration no. 523867

Applications for use of the Hall shall be made on this form and lodged with the Booking Secretary. **Note that applicants for events involving public entertainments and/or music and dancing and/or involving alcohol must also sign the declaration overleaf.** The Committee at its absolute discretion shall be entitled to reject any application or refuse admission to the Hall to any individual without assigning any reason to such rejection or refusal. All bookings are subject to confirmation by the Booking Secretary and to payment of the appropriate fees (including special deposits for music & dancing & sale of alcohol) as published from time to time by the Committee.

To: The Management Committee ("The Committee")

I/We hereby make application to hire The Hall on: Day

From: _____ am/pm To: _____ am/pm

From: Date _____ To: Date _____

For the purpose of:

I/We acknowledge that the times reserved are inclusive of preparation before and clearance after the function or other activities. No Hirer of The Hall may work or start preparations before the time they have booked.

Please tick the areas required:

Main Hall Kitchen Stage and Dressing rooms

Keys for bookings may be collected by arrangement with the caretaker on Tel 07921516190 Email tw3todd@btopenworld.com The keys must be collected within 15 minutes of commencement of booking time and returned within 15 minutes of the termination of the booking. Please ensure you return the key promptly. One copy of this form (together with a deposit where applicable) should be sent to the Booking Secretary, Gary Easton Penbanc, Heol Non, Llanon, Ceredigion, SY23 5HR or, by prior arrangement, handed to the caretaker at the hall.

Cheques payable to Llanon Village Hall and Playing Fields Committee

All bookings are provisional until the form is received by the Booking Secretary.

DECLARATION

I have read the notes above and the General Conditions of Hire and accept responsibility on behalf of the organisation named below:

Name of Hiring Organisation

Date of hire

Print Name of Responsible Person

Office held

Signature of Responsible Person

ADDRESS

POST CODE

TELEPHONE NO.

E-MAIL

DATE

Llanon Village Hall

Special Conditions of hire for Theatrical and Public Entertainment Events

1. Health & Safety Officer

It is important that a person over the age of 18 years is appointed to be responsible for health and safety when such events are taking place. At least 2 other persons over the age of 18 years must also be appointed and instructed in the procedure for evacuation in case of an emergency.

2. Preparation for public entry to the event

Before each event the appointed officer will ensure that the emergency exits are unobstructed, and the emergency lights are switched on. He/she will ensure he/she is familiar with the location of all exits and firefighting equipment. He/she will ensure that all participants are familiar with the procedure for evacuation in the event of an emergency.

3. Emergency procedure

In the event of an emergency the alarm shall be raised immediately by use of a code word. The relevant emergency service must be contacted as soon as a problem is discovered. All entertainment shall cease, and lighting switched on. The responsible person will make a public announcement to evacuate the building in a calm and orderly manner. All exit doors shall be fully opened. The responsible person or the door person shall check the toilet and ancillary areas to ensure all persons have been evacuated. Following evacuation, a fire may be tackled with the available fire-fighting equipment provided that no person is exposed to undue risk.

4. Performance Restrictions

Acts containing hypnotism, mesmerism or similar are not allowed on the premises. No real flames, explosives or highly flammable substances shall be brought to or used at the premises.

5. Notification to the public

At the start of each performance the location of fire exits, emergency lighting and firefighting equipment are indicated to the audience and the evacuation procedure is explained. It must also be made clear that smoking and vaping are not permitted in any part of the premises and that all exits are to remain unobstructed.

DECLARATION ESSENTIAL FOR ANY PUBLIC ENTERTAINMENT EVENT

I have read the Special Conditions above and the General Conditions of Hire and accept responsibility for observing them on behalf of the organisation named below:

Name of Hiring Organisation

Date of Performance

Print Name of Responsible Person

Print Names of Door Persons

Signature of Responsible Person

Date

Address

Tel:

Email