**Catisfield Memorial Hall Booking Form**

**Important:**

Please read the User Instructions (UI) and Terms and Conditions (T&C) which are part of your agreement with the Hall.

Hire fees may not be returned if booking is cancelled within 30 days of the booked date. Failure to ensure compliance with the agreement may result in forfeit of damage deposit (T&C 1).

The address of the Hall is 22 Catisfield Lane, Fareham, PO15 5NN but this is **not** an address for post.

**Complete the following information:**

1. **Details of Hirer**

|  |  |
| --- | --- |
| Name / Organisation: |  |
| Postal Address: |  |
| Phone: |  |
| E-mail: |  |
| Would you like e-mail information about the Hall and events in the future? Yes/No. |  |

2. **Dates and times** (T&C 4)

|  |  |
| --- | --- |
| Day of the week: |  |
| Start time (including set-up time): |  |
| End time (including clear up time): |  |
| Date(s): |  |
| Date(s) excluded (regular bookings only):  |  |

3. **Booking purpose** (T&C 5)

Describe the event(s):

|  |
| --- |
|  |

Is the purpose business, commercial or political? **Yes/No**

If Yes, provide details of current public liability insurance policy:

|  |  |
| --- | --- |
| Insurance company: |  |
| Policy number: |  |
| Renewal date: |  |

4**. Number of attendees** (T&C 6)

What is the maximum number of people who will be present at any time in the Hall or on site (including organisers, children, entertainers, caterers etc)?

|  |
| --- |
|  |

If **50** or more attendees, please complete **section 9** below.

5. **Music and Sound** (T&C 7)

Will music or sound be played on anything other than domestic equipment with integral speakers? **Yes/No**.

If **Yes**, all doors and windows must be kept shut.

6. **Alcohol** (T&C 8)

Will alcohol be provided at no cost or brought by attendees? **Yes/No**.

Will the event be open to the public and alcohol sold (including in ticket price)? **Yes/No**.

If **Yes** to either above:
- Complete **section** **9** below.
- Please provide a copy of your **Temporary Events Notice** (which can be obtained from Fareham Borough Council) or your Personal Licence to supply alcohol.

7. **Safeguarding** (T&C 9)

Will any young people aged under 18 or vulnerable adults attend? **Yes / No**.

If **Yes**, provide a copy of your current **safeguarding policy**. This is not required for personal private bookings.

8. **Kitchen and Food Safety** (T&C 10)

Will outdoor barbecues be used? **Yes/No**.

If **Yes**, complete **section 9** below.

9. **Attendants** (T&C 11 and UI).

If you said **Yes** to sections **6** or **8** or have more than **50** attendees, please provide details of 2 attendants aged 18 years or over.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Postal Address** | **Phone** | **email** |
|  |  |  |  |
|  |  |  |  |

10. **Declarations.**

I confirm that the information in this form is correct and that I have read the Terms and Conditions and User Instructions. By completing the signature box below with either name or signature you are agreeing to the terms and conditions of hiring the hall.

|  |  |
| --- | --- |
| **Name (hirer and attendants)** | **Signature\*** |
|  |  |
|  |  |
|  |  |

**\*If attendants are required, they must sign this form, or provide separate individual e-mails to the Bookings Secretary verifying they have read this document.**

**Next Steps:**

1. **Keep** a copy of the whole agreement to use when you are at the Hall.

2. **Send** the fully completed Form to the Bookings Secretary at bookings.cmh@gmail.com or

66 The Avenue, Fareham, Hampshire PO14 1PB.

3. **Pay** to get confirmation of your booking. Charges below apply to bookings from 1 January 2023.

**One Off hire / infrequent hirers:**

* Hourly rate is £18.50.
* Minimum booking is for 3 hours.
* Deposit of £100 - returnable after keys returned and no breach of T&C or UI. (T&C 1)

**Regular Hirers**

* Requires a minimum of 12 hours per year.
* Hourly rate: £11.50 for up to 80 hours per 12-month year.
* Hourly rate: **£**10.20 for 80 and more hours per 12-month year.

**Note:**

Regular users pay initial booking fee at least 30 days before first booking and are subsequently invoiced a month in advance of future bookings. Late/no payment will result in cancellation of bookings.

Once a regular user has paid for the 80th hour in a 12 month year, **all** hours are charged at the lower rate while bookings remain at the eligible level. A retrospective credit is given for the initial 80 hours.

**Make payment** by:

Bank Transfer to: 30-93-17, 28144760 and include your name or group as reference.

Cheque payable to: Catisfield Memorial Hall.

**Cancellation** Must be made to the Bookings Secretary more than 30 days before the booked date to obtain refund of payment.

In exceptional circumstances, the Management Committee reserves the right to cancel any bookings upon giving 14 days’ notice to the hirer and will refund the payment.

In the event of cancellation, damage deposit payment will be refunded.

**Catisfield Memorial Hall User** **Instructions**

**These User Instructions (UI) plus the Booking Form (BF) and Terms and Conditions (T&C) comprise the hire agreement.**

1. **Preparation**

* Ensure that you have read the T&Cs and know the details of the booking including times and the maximum number of attendees.
* Arrange to collect the keys about a week before the planned event.
* Take your own washing-up equipment and rubbish bags.
* There is no phone at the Hall so take a mobile.
* There is a refrigerator, microwave, oven and hot water dispenser at the Hall (T&C 10).
* Conduct your own risk assessment (T&C 2).
* Arrange dishwasher briefing if using.

2. **On arrival**

* Take care not to catch fingers when unlocking main gates.
* Take especial care if using rear access doors (due to low door heights which are marked).
* Control parking to reserve designated spaces for disabled people.
* Control parking to prevent cars in front of main doors or other emergency exit.
* Control parking where large numbers are involved.

3. **Opening the Hall**

* Unlock main right-hand door.
* Unlatch left-hand main door if more than 30 attendees and/or wheelchair users to be present (T&C 6).

4. **Turn on electricity, lighting, and, if needed, heating**

* Immediately on the left inside the main door is a white box. Lift the lid and inside is a red switch, lift this upwards to provide electricity for lighting and power sockets.
* Above and to the right of the main switch is a box with a hole. To switch on the heating for an hour, push the button through the hole once. Repeat after the hour for more heat. When the heating is on, pushing this button will switch it Off.
* Radiators heat quickly and are efficient. Please do not adjust controls on radiators above setting 4.
* Do not adjust heaters in kitchen or toilets which are thermostatically pre-set to give frost protection.
* Heating, water heaters and other services are on separate circuits – do not touch any fuse boxes in the Hall.
* If the main power fails, Emergency Exit lighting comes on automatically.
* External lighting is triggered by movement at night.

5. **If you require tables and chairs**

* Use the trolley for moving stacks of chairs rather than dragging them and damaging the floor.
* If theatre-style layout, no more than 5 chairs either side of a central aisle (T&C 6). If café-style, ensure access to emergency exits remain clear.

6. **Using the Kitchen. (T&C 10)**

* Limit people in kitchen to six and keep them safe.
* Use microwave and cooker for re-heating only.
* There is a hot-water dispenser and cups, cutlery etc in the open cupboards.
* Use the main kitchen sink for washing up and the small round basin for handwashing before handling food.
* Use the utility sink outside the male toilet for any other cleaning.

7. **At the start of your event**

* **Keep the attendees safe.**
* Make sure you know the locations of the emergency exits (main doors and doors near the stage to the car park).
* Make sure both main doors are unlocked throughout if more than 30 people or any wheelchair users present.
* If you or anyone else spots defective portable or other equipment, it must be taken out of action and marked (labels in drawer below kitchen cupboard with Green Cross). Report defect: bookings.cmh@gmail.com; defect log in kitchen; feedback form.
* Any spills must be cleared up quickly to avoid slips and floor damage.

**Give a safety briefing at the start of your event and, for regular users, at least once a term. Below is a suggested example:**

*“I (name) am the person responsible for taking action if there is an an emergency and have a mobile phone to call for help. ((Attendant names) are also here to help me keep us all safe)*

*The main doors into the Hall and the doors near the stage leading to the car park are the emergency exits. Please make sure the main door(s) isn’t locked and move your car if it is blocking any of the emergency exits.*

*Inside the Hall, please make sure that your tables, chairs and belongings don’t obstruct others getting to the emergency exits.*

*If there is a fire, whoever finds it must shout “Fire, Fire, Fire”. There is also a bell by the doors into the main Hall.*

*Our top priority is to get out of the building as quickly as possible through the emergency exits and gather by the main gates. Saving lives is more important than saving property.*

*I will ring 999 and ask for the Fire and Rescue Service to attend the Hall at 22 Catisfield Lane (Fareham PO15 5NN).*

*I’ll check the building is empty, close doors and windows where possible and join you to check everyone is safe. We will stay on the grass at the gates so emergency vehicles can use the drive. We will stay there until the emergency services let us leave.*

*If the power is disrupted, emergency exit lights will come on.*

*If anyone has an accident, let me know and there are First Aid kits in the kitchen cupboard marked with a Green Cross.*

*If anyone sees any other risks, please let me know straight away.”*

8. **Hirer and Attendants’ responsibilities (T&C 11)**

The people named on the Booking Form have specific personal responsibilities to ensure all requirements of the T&C are fulfilled. This is only a brief reminder of what they **must** do:

* Check that Safety Briefing given and that hirer and attendants have been identified (7 above).
* Be present throughout the booking times.
* Not consume alcohol.
* Regularly check and take action to ensure:
	+ No cars blocking emergency exits or disabled parking areas.
	+ Both main doors unlocked when required (7 above).
	+ Any risks, spillages etc are identified promptly and removed.
	+ Number of attendees does not exceed maximum agreed on Booking Form (T&C 6).
	+ Make sure there is no music played outside the Hall and that there is no noise after 2300. (T&C 7)
	+ Make sure all windows and doors are shut if there’s music in the Hall. (T&C 7)
	+ Make sure that under-age people aren’t drinking alcohol and that no-one is drunk or offensive. (T&C 8)
	+ Make sure young and vulnerable older people are safeguarded. (T&C 9)
	+ No prohibited or unlawful activities or use of the Hall and site occurs (T&C 12).
	+ No disturbance to neighbours by attendees throughout.
	+ Anyone who is intoxicated, is offensive to or annoying others is removed from site.

9. **Before leaving– Check List.**

* Replace chairs in their storage positions (using diagram on the notice board). No more than 6 chairs in a stack.
* Use tool to collapse tables and trolley to move them to their storage positions.
* Throughout building:
	+ Remove all rubbish (including from kitchen and toilet bins). Large amounts must be removed from site while small amounts can be placed in bin in the car park.
	+ Remove any glass bottles etc from site. There is a glass recycling bin near the shops on Highlands Road PO15 6HZ.
	+ Clean and dry crockery and replace in correct kitchen cupboards.
	+ Sweep hall (sweeper and vacuum cleaner in rear lobby; dustpan and brush in kitchen.)
	+ Check every space (rear lobby, Margaret Day room, kitchen, Hall, 3 toilets, entrance hall) to ensure that every water tap is switched off.
	+ Both kettles are empty and left plugged in.
	+ Every electrical appliance is switched off.
	+ All internal and external doors and windows are closed and locked where appropriate.
	+ All lights are switched off.
	+ The heating is switched off. Note. This is NOT controlled by the main switch.
	+ Building and site are empty.

10. **Securing the Hall.**

* If the heating is still on, turn it off by pressing the button again. (The heating is NOT controlled by the electrical power switch.)
* Switch off electricity by moving the switch DOWN to the OFF position.
* Secure the left-hand main door bolts at top and bottom.
* Lock the right-hand main door.
* Lock gates with padlock.
* Return keys within 24 hours.

11. **Let us know.**

The Management Committee would love to hear what worked for you and what did not. Please complete the Feedback Form provided by the Bookings Secretary or available at [www.catisfieldmemorialhall.com](http://www.catisfieldmemorialhall.com).

Please report any issues to the Bookings Secretary:

* Any accidents, incidents or risks. There is also an Accident Log on the Kitchen windowsill.
* Any defective equipment or items requiring maintenance. There is also a Defects Log on the Kitchen windowsill.
* Any other problems.

**Catisfield Memorial Hall Hire Terms & Conditions**

1. **Compliance and Responsibility.** These Terms and Conditions (T&C) provide details of what is permitted in the Hall and grounds (the site). The User Instructions (UI) give advice on how to use the hall. Both documents plus the Booking Form itself create the agreement between the person completing the Booking Form (the hirer) and the Hall. The hirer is to be present throughout the booked times and has personal responsibility for ensuring that all people present on the site comply with the agreement and with any reasonable request made by the Management Committee.

If a booking is cancelled within 30 days of the booked date, the hire fee may be forfeited. In addition, failure to ensure compliance with all or part of the agreement may result in:

* Permission to use the Hall being withdrawn without notice and/or
* Forfeit of any payment and, where applicable, deposit paid and/or
* Payment required for any use of the Hall outside the booked times and/or
* Payment required for replacement of Hall keys and locks and/or
* Payment required for repair of damage, cleaning, or removal of refuse due to the booking.

2. **Health and Safety**

* The Health and Safety and Fire Safety policy is available here:

<https://www.catisfieldmemorialhall.co.uk/uploads/m59Fj6tb/HSPolicy.pdf>

* Hirers should make their own risk assessment in the light of the activities, restrictions, prohibitions and attendees.
* The Catisfield Memorial Hall Trust and the Management Committee will not be liable or accept responsibility for:
	+ Any loss of, or damage to, the property of the Hirer, his invitees, or licensees.
	+ Loss of or damage to any article left in the Hall or on site before, during or after use by the Hirer.
	+ Death or injury of any person using the Hall or the site**.**

3. **Restrictions and Prohibitions.** To keep everyone on the Hall site safe, to avoid creating nuisance or disorder, to avoid any unlawful activities, to maintain good neighbourly relations with local residents and to comply with the conditions of the Hall’s Entertainment Licence granted by Fareham Borough Council (FBC), some activities are restricted, and others are prohibited.

**Restrictions.** The following activities are permitted in the Hall and its premises subject to the limitations set out below and in the UI.

4. **Time**. Bookings are only permitted between 08:30-23:30 daily (unless otherwise agreed in advance by the chair of trustees).

* All set-up and clear-up must be completed within these limits.
* All noise and activities other than clear-up must cease at 23:00.
* The hirer and attendees must not be on Hall premises outside the booked times.

5. **Purpose**. The Hall must not be used for purposes other than as stated and agreed on the booking form.

The Hall public liability insurance will cover personal private bookings and bookings by charities. The insurance will not cover bookings by organisations for business, non-charity, or political purposes (other than as a polling station); such organisations must provide details of their current and adequate public liability insurance cover.

6. **Numbers of attendees**. Throughout the booking, the hirer must monitor and ensure that the number of people present (including organisers, children, entertainers, caterers etc) does not exceed the number agreed on the Booking Form.

Our licence limits the maximum people in the Hall to:

* 100 seated theatre-style.
* 90 if seated café-style or there is music, singing or dancing.
* Two named attendants required if 50 or more (T&C 11).
* Both main doors unlocked if 30 or more or wheelchair users present.

7. **Music and sound**. The hirer must ensure that any live music, recordings, or other sounds do not create a noise disturbance to the Hall’s neighbours.

Our licence states that live music and recordings played on anything other than domestic equipment with integral speakers must not be played outside the Hall building.

Our licence states that live music or recordings played on anything other than domestic equipment with integral speakers or on the Hall speaker system may only be played in the Hall if:

* the doors or windows are shut.
* the hirer plus two named attendants (T&C 11) ensure no noise disturbance to neighbours.

All music and sound must cease at 23:00.

8. **Alcohol.** If alcohol is consumed at the Hall (whether brought by attendees, provided by the hirer, or sold, the hirer plus named attendants (T&C 11) must prevent excessive alcohol consumption and drunkenness throughout the booking.

No glass bottles or glasses are permitted outside the Hall. All must be removed by the hirer.

If the event is open to the public and alcohol is to be sold (including in the ticket price), the hirer has legal responsibility to:

* Obtain a Temporary Events Notice (or personal alcohol licence) for the booking.
* Check with FBC that the limit of Temporary Events Notice granted for the Hall has not exceeded the annual limit.
* Confirm both the above to the Bookings Secretary and obtain their written/email permission to the sale of alcohol during the booking.
* Ensure that:
	+ no alcohol is sold to under-age people.
	+ no alcohol is sold or consumed after 23:00.
	+ no alcohol is sold at a price lower than the minimum cost price.

9. **Safeguarding children and vulnerable adults.** Except for personal private bookings, if young people aged under 18 and/or vulnerable adults will be present, a copy of your Safeguarding Policy for the event must be provided with the Booking Form. OFSTED recommends at least one adult must be present to supervise every 5 children aged 12 or under.

A copy of the Hall Safeguarding policy is available at:

<https://www.catisfieldmemorialhall.co.uk/uploads/vzXl8M75/SafeguardingChildrenVulnerableAdultsPolicy.docx>

10. **Kitchen and Food Safety.**

No more than 6 people and no young people aged under 14 are permitted in the kitchen.

* Food must not be cooked in the kitchen but can be re-heated using microwave/cooker.
* Chilled food can be kept at safe temperature in the refrigerator but should be removed at the end of session.
* Hot food must not be provided to attendees after 23:00.
* The dishwasher is a commercial model and requires a technical briefing and code which can be arranged via the Bookings Secretary.
* Outdoor barbecues must not be used unless under the personal supervision of the hirer or an attendant (T&C 11) on proper equipment located at least 10m from the Hall and from any parked cars, sheds, or fences.

11. **Attendants**. When specified above (sections 6, 7, 8, 10):

The hirer must provide the names and contact details of 2 attendants (each aged 18 or over) on the Booking form.

Each attendant must sign the declaration on the Booking Form accepting their personal responsibilities as set out in the T&C and UI or must provide an e-mail to the Booking Secretary confirming their acceptance.

At the event, the attendants plus the hirer must be present throughout to undertake their supervisory responsibilities (UI 8).

**Prohibitions.**

12. **Prohibitions. T**he activities listed below **must not** take place in the Hall or anywhere on its premises to comply with the requirements of our FBC Entertainment Licence, to safeguard Users and the Hall, to avoid disturbing neighbors, and to prevent illegal activities.

|  |  |
| --- | --- |
| **General:** Not exceed agreed arrangements for:* Times of booking (section 4).
* Number of attendees (section 6).
* Music and sound (section 7).
* Alcohol (section 8).
* Barbecues (section 10).
* Provision of food after 2300 (section 10).

Not hold teenage parties.Not use “Bouncy castles” or other inflatables more than 2m in height.Not admit Dogs other than assistance dogs such as guide dogs.Not hold Ball games.Not hold Boxing, wrestling, judo, karate competitions and other similar sporting events. Not permit Hypnotism, mesmerism, or any similar act.Not park on site overnight.**Safety:**Not use candles (except on cakes) or other naked flames (except supervised outdoor barbecues (section 10)).Not use fireworks.Not use Liquefied Petroleum Gas heaters.Not use pyrotechnics, real flames, smoke machines, firearms, strobe lighting, lasers, foam machines etc). | **Behaviour:**No unreasonable disturbance to neighbours.No queues of people or cars seeking to enter the Hall site that obstruct the passage of others.No intoxication, annoyance, or offensive behaviour to others.No profanity, improprietary language, dress, dance, gesture, strip tease or anything which is in any way offensive to public feelings.Nothing calculated to cause a breach of the peace or a disturbance.Nothing that may be injurious to morality or encourage or incite crime, or lead to disorder, or be offensive to public feeling, or anything which contains any offensive representation of a living person.  **Building:** No tampering with heating control panel or radiator controls.No alterations or additions (permanent or temporary) to the electrical installations (including lighting).No alterations or additions to the fabric of the building.No use or attachment of any nails, fastenings, adhesives or other articles to the walls or woodwork.No alteration, defacing, removal or damage to furniture, contents, or the fabric of the Hall. |

13. **Complaints**. The Management Committee welcomes constructive suggestions as to how the Hall and its grounds might be improved. In the event of a complaint, the Hall Complaints Policy is available at:

<https://www.catisfieldmemorialhall.co.uk/uploads/VNq48vJQ/COMPLAINTSPROCEDURE.docx>

This requires that:

* The complaint is made by email to the trustees within 14 days of the issue at the following address:

trustees.cmh@gmail.com

* The Chairman will acknowledge and then investigate with at least another Trustee.
* The complainant will be informed in writing or e-mail of the outcome of the investigation plus, where appropriate, any remedial action being taken.