

**THE GRANGE HALL  
COVENTRY ROAD, SOUTHAM, CV47 1QA**

Booking Form No:

**APPLICATION TO HIRE**

**1. Name of Person, Club or Association** \_\_\_\_\_

**2. Name and Address of Secretary/Organiser**

Name/Title \_\_\_\_\_ Forename \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_ Post Code \_\_\_\_\_

Tel. No.(Home) \_\_\_\_\_ / \_\_\_\_\_ Work \_\_\_\_\_ / \_\_\_\_\_ Email \_\_\_\_\_

**3. Name and Address to which accounts should be rendered** (if different from 2)

Name/Title \_\_\_\_\_ Forename \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_ Post Code \_\_\_\_\_

Tel. No.(Home) \_\_\_\_\_ / \_\_\_\_\_ Work \_\_\_\_\_ / \_\_\_\_\_ Email \_\_\_\_\_

**4. Description of Event** \_\_\_\_\_

( eg. Meeting, Dance, Disco, Party, Wedding Reception, Dog Show, etc)

**5. Day & Date required** \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

*30 minutes preparation time is provided free of charge on bookings of 2 hours or more*

*One hour preparation time is provided free of charge on bookings of 4 hours or more*

**6. Anticipated numbers attending** \_\_\_\_\_

*(the numbers of persons to be admitted to **any event** shall not exceed 200)*

Anticipated number of children attending (if any) \_\_\_\_\_

**(please note that children are not permitted in the licensed Bar area under any circumstances)**

**7. Facilities required:** (please tick appropriate boxes)

*(this building is accessible to disabled people, has disabled toilets and a deaf loop system installed))*

Whole Building	<input type="checkbox"/>	Committee Room	<input type="checkbox"/>	Crockery/Cutlery (£30.00)	
Main Hall only	<input type="checkbox"/>	Bar Room	<input type="checkbox"/>	Cups & Saucers only (£10.00)	<input type="checkbox"/>
Rear Room	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>	Kitchen Gas (£20 )	<input type="checkbox"/>
Foyer	<input type="checkbox"/>	Extras for Hire:		Public Address (£15.00)	<input type="checkbox"/>
				Clearing Away/Tidying up (£50.00)	

**8. Stage Lighting facilities are available; hirers must be competent in its use. Please ask the Administrator for details.**

**9. Will music be provided ?** (e.g. records, tape recorder, live music, etc) YES/NO

*(For functions including music, Performing Rights are charged at £20.00 per session/£10.00 for Teenagers Disco)*

*The Grange Hall holds a Performing Rights Licence*

Will the general public be admitted? Yes/No Will an admission charge be made? Yes/No

**10. Do you require the Bar?** Yes/No - If yes:

**Bar to close at: 11.00pm / 11.30pm / Midnight (please indicate)**

*(The Bar facility is available to bookings of 40 persons or more. There is a £15 deposit required for this service, deductible on payment of the final invoice). **Should takings not exceed £100.00, then a £75.00 fee will be***

**charged to cover administration, bar staff, etc.**

**NO ALCOHOL WHATSOEVER TO BE BROUGHT ONTO THE PREMISES FOR ANY OCCASION**

I have read, understood and agree to abide by the Conditions of Hire overleaf, and shall be responsible for the payment of all charges in respect of this application.

Signed..... Date.....

A provisional booking will be held for a period of 14 days without deposit. Confirmation, together with a completed form and a £25 deposit, must be received by the 14th day to prevent cancellation. An additional deposit of £15 is required if the bar is requested.

The Grange Hall also requires a separate damage deposit/tidy bond of £50.00 (£100.00 for Family 18ths) returnable after the event if everything is left clean, tidy and undamaged. An invoice will be issued for any damage over and above this amount. No key will be issued unless this is paid.

**ALL cheques should be made payable to: "The Grange Hall".**

The hall booking office is open 9.00am-1.00pm - Monday to Friday: Tel. No. (01926) 813933

## BOOKING CONDITIONS

**BOOKING APPLICATIONS** for the hire of premises or facilities must be made on the official application form by the organiser together with a deposit for £25 at least 14 days before the start of the period of hire (plus an additional £15 if the Bar is required). There is no charge for extensions.

**PROVISIONAL BOOKINGS** must be confirmed on an official Booking Form within 14 days of the provisional booking having been made, otherwise it may be subject to cancellation should another alternative booking be received.

**PERIOD OF HIRE shall be deemed to include the period from the earliest entry to the premises up to the latest exit from the premises, and the charge will be for the entire period. In the event of the Hirer, or any other person involved in the hire, occupying the premises before or after the agreed period of hire a charge for each additional hour or part will be made at a rate equal to the hourly rate for the original period of hire. All bookings must include time for setting up and clearing away of equipment, and the cleaning of floors where necessary.**

**CHARGES** for the use of the facilities are laid down by the Management Committee of the Grange Hall and they reserve the right to vary any charges made for any Period Hire by giving not less than one month's notice of such variant. Charges for one off hire and block booking of facilities must be paid 2 days in advance of the commencement of the period of hire unless otherwise agreed in advance with the Administrator. Clubs may, with the agreement of the Administrator, pay the charges of a period hire by equal instalments, in advance at not more than monthly intervals. The Administrator may require any hirer to deposit a sum of money as security for the payment of charges and compliance with these conditions. Any dispute regarding charges must be received in writing not more than 14 days after the date otherwise the full charge will be deemed payable.

**PAYMENT** for the use of facilities must be made by the due date stated on the invoice issued by the Grange Hall or by arrangement agreed with the Administrator. All cheques should be payable to the Grange Hall. Where payment is not received by the due date, in accordance with these conditions, subsequent periods of hire may be cancelled forthwith and an interest charge of up to 10% per month may be levied.

**CANCELLATION BY HIRER** In the event of the Hirer wishing to cancel any booking in whole or part shall give a minimum of 28 days notice in writing to the Administrator. In this event, the Hirer shall be liable for the following amounts: 100% of any deposit paid on booking / 50% of the total fee payable if giving less than 3 months notice in writing / 100% of the total fee payable if giving less than 28 days notice in writing.

**REFUSAL, TERMINATION AND CANCELLATION OF BOOKINGS** The Grange Hall reserves the right to refuse any application, or to cancel or terminate any booking before or during the period of hire for any reason whatsoever without being bound to give any explanation for the decision. The Grange Hall will not, as a result, be held liable for a breach of contract or for any expenses incurred as a result of the action of its employees, and will not entertain any claims for compensation. Any charges or apportioned part thereof shall be refunded to the Hirer subject to the Hirer adhering to all the conditions of the hire and written requirements of the Grange Hall Management.

**BREACH OF CONDITIONS AND REGULATIONS** Upon any breach of the foregoing conditions and regulations, criminal act, or action likely to endanger the customers and employees of the Grange Hall, by the Hirer, the Grange Hall Management or agent may terminate the hiring forthwith, even if the period has not expired. The Hirer will remain liable for all the charges up to that time, and any compensation for any other charges or damages due to the Grange Hall or any third party.

The Hall is provided for the benefit and use of the whole community of Southam and District. In order to maintain it, and to enhance it, it is necessary to make the fullest use of it. To do so, it is sometimes necessary/advantageous to accept bookings of longer duration, e.g. conferences, and in doing so to ask regular hirers to forego an occasional booking. They are in turn asked to accept this situation in the interests of the community of which they are a part with the understanding that they will not normally be asked to do so on more than two occasions in any calendar year, subject to a minimum 2 months' notice.

## CONDITIONS OF HIRE

The Hirer shall ensure that all persons using the premises during the period of hire abide by the licensing conditions and regulations applicable to the facilities hired; that all persons involved in the hire behave in such a manner as to cause no offence to any customers or employees of the facilities, and that at all times during the period of hire free entry is given to any authorised official of the Grange Hall, Town Council, or Police and emergency services to inspect the premises or activities therein. The Conditions of the Licences issued by the Stratford-on-Avon District Council, in respect of the public performance of stage plays, public music, singing or dancing shall be complied with. These may be inspected in the Council Office. The Hirer shall employ sufficient stewards as necessary to maintain a good order during the hiring and shall expel any person acting in a disorderly manner, or disobeying the instructions of the Grange Hall Management. The Hirer shall ensure (unless prior arrangements have been agreed with the Administrator) that:

- No person shall interfere with any electrical fittings or meters.
- No nails, screws or other such items be driven into any part of the structure of the building or any fixtures or fittings therein.
- No machinery, decorations or hanging items be brought into or used on the premises.
- No articles of an inflammable or explosive nature be brought into or used on the premises, and nothing be done to the premises that might involve any additional risk to the building, property or employees of the Grange Hall.
- All doorways, passages, gangways and fire escapes are kept free from obstruction.
- The Grange Hall is smoke-free. Smoking is only allowed outside where bins are provided. Please ensure they are used!
- **No alcohol shall be brought onto the premises or consumed except as supplied by the Grange Hall or those permitted by the Grange Hall to do so. (There is a fully equipped Bar which is available for bookings of 40 persons or more provided at least 2 weeks notice is given). Under no circumstances are children under 14 allowed in the Bar area at any time. Low takings levy, see front of form.**
- No activity takes place on the premises during the period of hire other than that for which the application has been accepted.
- No sweepstakes, raffles or other forms of lottery shall be promoted, conducted or held on the premises except such lotteries that are deemed to be not unlawful.
- The premises are not sub-let to any other user.
- All property belonging to the Hirer or other persons involved in the hire be removed from the premises, and the premises and all fixtures and fittings therein be left in clean and good condition at the end of any hire period.
- No event or period of hire shall be advertised or announced to take place until the application for hire has been confirmed or the consent of the Grange Hall obtained; Section 12 of the Children and Young Persons Act 1933, as to provisions for safety of children at entertainments, shall be observed.
- Animals are not admitted without permission (guide dogs excepted). Dogs are **never** allowed in the carpeted areas and they should enter and leave the Hall by the rear entrance at all times.
- All accidents, however minor, be reported to the Administrator and entered in the Accidents Book; basic first-aid boxes are in the Kitchen and the Bar.
- No barbecues are held on the premises or grounds. ALL equipment, decorations, etc. must be cleared on the night of the booking. No access is allowed the following day.
- All users bringing electrical appliances and equipment on to the premises must inform the Administrator and ensure that these are correctly wired and conform to British Standards, and are in all aspects safe to use. We offer a PAT (Portable Appliance Test) service at a nominal charge. The security of such equipment and its safety are the sole responsibility of the hirer. Any electric equipment must be plugged into the normal 13amp circuit provided in the Hall which should not be overloaded. Stage lighting facilities are separate to this; please enquire.

**STATISTICAL INFORMATION** Hirers shall provide the Grange Hall with attendance information on a periodic basis as requested.

**DAMAGE/TIDINESS** The Hirer shall be responsible for any damage occasioned to the premises, fixtures and fittings during the period of hire, and shall pay to the Grange Hall the value of such damage assessed by the Grange Hall whose decision shall be final. Hirers are required to leave a sum of £50 or £100 deposit with the Administrator, returnable after the event (or cheque destroyed) if the Grange Hall has been left without damage.

**INDEMNITY** The Grange Hall shall not be responsible for any damage, injury or loss to any person or of any property brought into or left on the premises by the Hirer or any other person involved in the hire and the Hirer shall indemnify the Grange Hall against any claims for damages or expenses which may be made in this respect.

**INSURANCE** The Hirer shall obtain such insurance as may be necessary to indemnify him/her organisation against any third party liability up to a minimum of £250,000. In addition, the Hirer shall obtain any other specific insurance protection deemed necessary by the Grange Hall.

**INTERPRETATION** Any questions arising as to the interpretation of these conditions, or of the charges, shall be determined by the Grange Hall Management Committee.

*Thank you for your co-operation.  
We hope you have an enjoyable visit and will come again.*

# THE GRANGE HALL, SOUTHAM

## MANAGEMENT COMMITTEE

### **GENERAL INFORMATION** (to be retained by the Hirer)

#### **HIRE CHARGES**

The hire charges quoted are those current at the time of booking and not necessarily the price in force on the day for which the hiring is application. A price review is held each year. Payment of the hiring charge is to be made at least two days before the date of hire. Any cancellation of a booking of the premises should be in writing and given at least on month before the date of hire. Deposits are transferable but not returnable. The Management Committee reserves the right to refuse or cancel any bookings without stating reasons.

#### **KEYS**

Arrangements should be made at the time of payment to obtain a key to the hall, which has to be signed for. A key should normally be collected from the office between 9.00am-1.00pm any weekday. The key can be put through the letterbox by the front entrance to the hall.

#### **NUMBERS**

The number of persons to be admitted to any function shall not exceed 200.

#### **TIME**

EXCEPT with the consent of the Committee, no event shall continue after 1.00am. On Saturdays, no dance or entertainment shall continue after 12.00 midnight.

#### **DISABLED PERSONS ACCESS**

There is a brick built ramp at the front of the building. The rear entrance is level and also has access to toilets designed for the use of disabled people. There is also a brick built ramp to the right of the rear entrance leading to the Committee Room. All doorways in the hall are wide enough for wheelchair access.

#### **FIRE INSTRUCTIONS**

See attached sheet.

#### **NO SMOKING POLICY**

Hirers are requested not to allow smoking in any part of the Hall.

#### **FIRST-AID**

There is a basic first-aid box in the Kitchen and Bar area; all accidents, however minor, should be reported to the Administrator.

#### **INSURANCE**

The hirer shall effect and maintain adequate insurance cover against liability to the public and users of the premises during the course of the hiring, and for any damaged done to any part of the property, including the curtilage thereof, or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.

#### **BAR**

There is a fully equipped bar which is available to all hirers at no extra cost. This facility is available for bookings of 40 persons or more at least two weeks in advance. A non-returnable deposit of £15.00 is required which will be deducted from the final balance payable. No alcohol is permitted to be brought on to the premises by the hirer. Children under 14 are not allowed in the Bar area under any circumstances.

#### **KITCHEN**

This is well equipped with a large gas oven with 6 hobs, electric hot water boiler, microwave, large teapots, kettle, large fridge/freezer, trays and 3-tier trolley. Matches, gas lighter and instruction booklets should be found in the cupboard near the cooker.

**Crockery/Cutlery:** Includes cups, saucers, dishes, side plates, dinner plates, knives, forks and spoons sufficient for 150 people. There are a few dozen teaspoons, together with some glasses, water jugs, milk jugs and sugar basins. Hirers/caterers must provide their own pots, pans, baking sheets, cooking utensils.

Hirers are asked to respect this equipment and to leave the kitchen clean and tidy.

#### **BARBECUES**

As a rule, the Committee does not permit barbecues on the premises or grounds.

## **ANIMALS**

Animals are not admitted without permission (authorized dog shows and guide dogs excepted). Dogs are **never** allowed on the carpeted areas and they should enter and leave the hall by the rear entrance at all times.

## **HEATING AND LIGHTING**

**Heating:** This is automatically controlled by Thermostat. The control panel is located in the kitchen in the large cupboard to the right, and is not accessible to hirers. There will shortly be a controllable thermostat fitted to the back of the hall which hirers will be able to regulate.

Doors and windows should not be opened to obtain ventilation of the hall as this allows noise emission. When ventilation is required, the extractor fan sited in the cupboard in the kitchen should be used and switched off at the end of the hiring period.

**Lighting:** The fluorescent lights in the Foyer and Main Hall are controlled by switches to the left of each set of doors to each room. The switch for the illumination of the emergency exit signs is located on the stage. Other lights for the Hall and stage are operated from the control panel at the left-hand side of the stage.

**Exclusion Clause** – All users of the Grange Hall bringing electrical appliances and equipment on to the premises must ensure that these are correctly wired and conform to British Standards, and are in all respects safe to use. We offer PAT (Portable Appliance Testing) if required at a nominal charge. The security of such equipment and its safety are the sole responsibility of the hirer. Any electrical equipment must be plugged into the normal 13amp sockets provided in the hall and should not be overloaded. No hirer may tamper in any way with the electrical system without being granted formal permission in writing by the Management Committee.

## **MISCELLANEOUS**

- ALL equipment, decorations, etc. must be cleared on the night of the event, and no access is allowed the following day unless prior arrangements have been agreed with the Administrator.
- No nails, hooks, screws, etc. may be driven into or fixed on any of the walls, floors, furniture or fittings.
- At the end of your booking, please ensure that all food, washing up, etc. is cleared away and any litter put in the black bags provided and left outside the rear entrance in the wheely bin.
- No inflammable, explosive, dangerous or offensive article, or any steam, gas or other engine may be taken into the building without permission.
- The conditions of the Licences issued by the Stratford-on-Avon District Council in respect of the public performance of stage plays, public music, singing or dancing shall be complied with. These may be inspected in the Council office.
- Section 12 of the Children and Young Persons Act 1933, as to provisions for safety of children at entertainments, shall be observed.
- Any members of the Committee or staff should be permitted to inspect the hall during periods of hire for the purpose of satisfying themselves that conditions are being observed.
- Compensation must be paid to the Management Committee by the person to whom the use of the room is granted, for any damage which may be done to the building, fittings or furniture. The amount will be based on ruling prices at the time of replacement. The Grange Hall Management Committee will not be liable for loss or damage to any property which may be brought on to the premises.
- The hirer shall be responsible for good order of persons admitted to the rooms during the hiring. The Committee have the right of instantly terminating the letting if the hirer fails to maintain such good order and conduct and no compensation shall be payable by the Committee. A sufficient number of attendants and stewards must be provided for the efficient supervision of the rooms and for the safety and preservation of order therein and no intoxicated person shall be allowed on the premises.
- The hirer shall be responsible for notifying the Police in the event of any damage or trouble occurring during the hiring period and shall also be responsible for calling the Fire Service on the outbreak of fire, however slight.

**Thank you for your co-operation!  
We hope you have an enjoyable visit and will come again.**