

Mereworth Village Hall

And

Sports Pavilion

Health & Safety Policy Manual

Issue No 5

Dated: OCTOBER 2016

Section

Title

Reviewed Date

Revised

Yes/No

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5. Emergency Procedures
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October 2016

Section 01 – Our statement of general policy –
Health & Safety at work act 1974

Mereworth Village Hall

And

Sports Pavilion

HEALTH AND SAFETY POLICY

1. General Statement of Health and Safety Policy.

1. The aim of the Mereworth Village Hall Committee is to provide a safe and healthy environment for staff, hirers and visitors. The Committee believes that the prevention of

accidents, injury or loss is essential to the effective operation of the Hall and Sports Pavilion, and is part of the legal right of its hirers.

2. The Committee notes the provisions of the Health and Safety at Work etc. Act 1974 and in particular the duty of every trustee ,co-opted member, volunteer, committee member, and hirer to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons, are not exposed to unacceptable risks to their health and safety. The Committee accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.

3. The arrangements outlined in this policy statement and the various other safety provisions made by the Committee cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Committee will take all reasonable steps to identify and reduce hazards to a minimum but all staff and hirers must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the Village Hall or Sports Pavilion premises.

4. The Committee will review this policy statement annually and update, modify or amend it as considered necessary to ensure the health, safety and welfare of staff and hirers.

Signed.....

Chair, Mereworth Village Hall Committee

Date:

Signed.....

Secretary, Mereworth Village Hall Committee

Date:

Date for Next Review: Oct 2017

Signed:

Chair Person Rene Bennet

Date: 25/10/16

Section 02 - Responsibilities

The Village Hall Committee operates a Health & Safety Policy which seeks to provide a healthy and safe environment for all Village Hall and Sports Pavilion bookings. All sections apply equally to the Village Hall and the Sports Pavilion.

All statutory requirements for public health and safety are reviewed and implemented in accord with Local Government recommendations. Regular Risk Assessments, which address the normal use of the hall, are carried out and wherever practical potential hazards are reduced and if possible eliminated. Guidance is regularly sought from the appropriate departments of the Tonbridge and Malling Borough Council, and the Kent Fire Service.

Written records of all health & safety issues are kept and available for inspection on request. An 'Accident Report Form' is also available.

User Groups must play a key role in maintaining this healthy and safe environment by operating in a way that does not lower our H&S standards. The policy statements below seek to support User Groups in maintaining this standard and the User nominated responsible person is required to sign an acknowledgement of their responsibility to this policy - as part of their hall booking contract. They or their representative is then responsible for the health & safety of the group during their use of the hall facility.

User Group Supervisors

Supervisors of User Groups are responsible and have the day to day responsibilities for ensuring that operations under their areas of control are conducted in compliance with current legislation, Committee policies and approved working procedures.

Supervisors will:-

1. Instigate all accident investigations within their area of responsibility, review accident reports and progress preventative action where appropriate and follow up recommendations for future avoidance of the hazard.
2. Ensure that all control measures arising from the risk assessments carried out under the Management of Health and Safety at Work Regulations, COSHH and other associated legislation are implemented and that their respective groups receive adequate instruction on all safety rules, procedures and safe working methods (including the issue of personal protective equipment if applicable).
3. Ensure that proper safety precautions have been taken, with regard to equipment, processes, substances, articles and working methods.
4. Impart to all users under their control, the responsibilities they have to themselves and others whilst in the Hall. They are required to give personal leadership in carefully integrating safety into all aspects of the Hall.
5. Responsible for the instruction of new Trustees and Co-opted Members and Volunteers and Members on safety requirements and arrange for adequate training and instruction to be given to Trustees and Co-opted Members, Volunteers & Members on safety and health matters by internal or external training as appropriate.
6. Ensure that operators of machinery are competent and are aware of the hazards and the precautions that must be taken when operating specific types of machinery.
7. Be responsible for ensuring that accident reporting procedures are properly followed.

The Mereworth Village Hall Committee

1. The Committee together with its User Organisations is responsible for advising on, and implementation of all aspects of health and safety within the Hall and Sports Pavilion.
2. The Committee through its User Organisation's representative will maintain a close co-ordination with all divisions of the Hall Users to ensure their compliance with the statutory requirements arising from both UK and European Legislation.
3. They will ensure that Trustees and Co-opted Members, Volunteers & Members receive adequate instruction on all safety rules, procedures and safe working methods
4. They will also ensure that any hazard not previously identified in the risk assessment manual is properly identified, assessed and control measures established. Appropriate records

of such assessments will be retained and the control measures monitored for as long as they are valid.

5. They will impart to all persons under their supervision, the responsibilities they (the Trustees and Co-opted Members, volunteer or group member) have to themselves and others while at work.

6. They will check on-site safety arrangements and ensure that the Committee are made aware of any safety requirements. They will initiate actions where necessary to prevent unsafe conditions.

All Trustees and Co-opted Members, Volunteers & Group Members

All Trustees and Co-opted Members and volunteers and group members have to:

1. Co-operate with the Committee on Health and Safety matters;
2. Not interfere with anything provided to safeguard their health and safety;
3. Take reasonable care of their own health and safety; and Report all health and safety concerns to an appropriate person (as detailed in this policy statement).
4. Trustees and Co-opted Members, Volunteers and Group Members are to conform to site safety requirements and work in accordance with legislation, working procedures and codes of practice for safe working.
5. Trustees and Co-opted Members and Volunteers & Group Members should report unsafe conditions immediately to their person in charge so that they can take the appropriate action, including stopping work or activities if necessary. Report issues to the Village Hall Committee.
6. Trustees and Co-opted Members and Volunteers must use and keep in good order; any safety equipment and personal protective equipment provided to them by the Hall or their respective Organisation and report any defects in the equipment to their Responsible Person. Trustees and Co-opted Members, Group Members and Volunteers must take care of themselves and others whilst at work and co-operate with the Committee in carrying out its statutory obligations.

Section 03 – General Points

Any point can be queried with the Committee whose word is final.

1. The entire building is non-smoking at all times.

2. No activities are allowed which involve danger to the public.
3. No obvious fire hazards are allowed on the premises.
4. No unauthorised heating appliances are to be used.
5. No hazardous substances (as regulated by COSHH) are to be used or stored in the hall.
6. No highly flammable substances shall be brought into or used in any part of the premises.
7. No internal decorations of a combustible nature (e.g. polystyrene, cotton etc.) shall be undertaken or erected without the permission of the Committee.
8. The Hirer must report all accidents involving injury to the public to a member of the Mereworth Village Hall committee as soon as possible and complete an 'Accident Report Form'.
9. Any failure of equipment belonging to the Village Hall or brought in by the Hirer must also be reported as soon as possible.
10. Certain types of accident or injury must be reported on a separate Local Authority form. A Mereworth Village Hall Committee member will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Section 04 – Use of the Kitchen

1. Care must be taken when preparing and using boiling water and when handling hot utensils or appliances. The oven/hob should be supervised at all times when in use. It remains hot well after being turned off.
2. Users must remove all food at the end of their booking. Outside rubbish bins are provided for disposal of waste. Bags of food waste must not be left within the external rubbish bins provided. Excessive rubbish created such as by parties should be removed by the hirer.
3. The kitchen and utensils should be left in a hygienic state – usable by the next booking. Cleaning facilities are provided. If the kitchen has been left in an unhygienic state by a previous booking it must be reported to the Booking Secretary.
5. While these standards are followed by the Hall's cleaner, the Hall does not arrange cleaning between each booking and the Management Committee cannot be held responsible for the condition of the kitchen from the previous booking.

6. No Children or Minors are allowed within the Kitchen area without adequate supervision at all times.
7. Electric Kettles must be switched off at the wall and unplugged and emptied after use.

Section 05 - First Aid Functions

1. First Aid boxes are sited in the kitchen. No qualified First Aider is provided by the hall. Users are advised to consider and resolve their own First Aid requirements.

2. A schedule is completed/signed by an Authorised member of the Committee to check the contents and remove/ replace any out of date items.

Section 06 - In Case Of Fire

Regarding Safe Escape in the event of a Fire

1. Users should acquaint themselves with all exits (normal & emergency) and these must be kept clear (internal & external) at all times such as not to impede emergency evacuation.
2. All fire doors are marked as such and under no circumstances are to be wedged open. For all events, the hirer must check that all exits are unobstructed – this includes checking that emergency exits are unlocked and functional as intended.
3. Fire drills are not regularly practiced. User Organisations are responsible for practicing their own fire drills.
4. In the event of an outbreak of fire however slight, the building must be evacuated immediately and the Fire Brigade called – fire extinguishers are provided at the exits to assist in clearing a path for emergency exit.
5. The muster point dependant on safety either the far side of the village hall car park to the rear of the building or the far side of Butchers Lane down from the hall. To the side of the Sports Pavilion. Wherever feasible and safe to do so, doors and windows should be closed to reduce the spread of the fire.
6. The Fire Service should then be called on 999.

Section 07 - Accident Reporting

- 1 All accidents / incidents must be reported, preferably to the Secretary (however minor). This is to allow the Committee to consider Risk reduction and provide safer facilities and methods of operation. Incidents must be recorded in the relevant premises accident book.

Section 08 - Management Of Health & Safety at Work Regulations

1999

1. The Committee has adopted a systematic approach to minimise or control the risks created in all our work activities, and areas (See Risk Assessments).
2. The Committee and Safety Representatives have conducted a widespread system of Risk Assessment.
3. The Risk Assessments carried out include: -
 - 1 Identifying the hazards of the workplace.
 - 2 Assessing the risks and recording the findings.
 - 3 Establishing whether existing safeguards are adequate.
 - 4 Implementing suitable measures to ensure that risks are eliminated or controlled.
4. The results of the assessments will where necessary dictate formal documentation for safe working procedures, and detailed risk assessment documents, which will be made available to all Trustees and Co-opted Members and users of the facilities.

Section 09 - Common Hazards & Observations within

The Village Hall and Sports Pavilion

1. No safety equipment must be tampered with. If any faults are observed they must be reported as soon as practical to the Committee.
2. In the event of a power failure – an emergency lighting supply is automatically triggered to illuminate exit routes.
3. Children are to be supervised at all times. The hall has many features such as a kitchen; toilets, and storage cupboards which while necessary for hall activities, potentially offer hazards during careless and unacceptable behaviour.
4. The Village Hall has a furniture store room. Care must be taken moving furniture in and out of this room, and all items must be stored such as to avoid accidents from over-stacking.
5. Users are responsible for the safe operation of all equipment they bring into the Village Hall or Sports Pavilion which must have a current Portable Appliance Tested (PAT) label.

Electrical equipment must be used in a safe manner in accordance with the Electricity at Work Regulations 1989.

6. The Village Hall and Sports Pavilion's electrical and gas facilities are regularly inspected by authorised personnel and a certificate issued. Any user noting any questionable defect should report it immediately and where appropriate cease using the faulty appliance.
7. No electrical equipment is to be stored in the hall such that other user groups could mistake it for equipment provided as part of the hall booking.
8. Any users needing to trail cables across the floor should minimise this need and should take care not to create tripping hazards. Lengths of floor cable covers are to be used.
9. Certain rooms/cupboards are generally locked for authorised access only – as stated on the doors.
10. A regular Asbestos Survey of the Village Hall and Pavilion has been undertaken detailing any asbestos containing materials, any identified ACM's are indicated by red/black warning labels.

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Section 10 - Manual Handling Operations Regulations 1992

1. The Committee has a commitment to achieve the elimination of manual handling hazards.
2. An analysis is carried out in which manual handling activities are clearly identified and approached in a considered way in order to, so far as is reasonably practicable, avoid the need for Trustees and Co-opted Members to carry out Manual Handling Operations which may involve risk of injury.
3. Risk Assessments identify the foreseeable hazards of Manual Handling in moving storage, tables, and chairs.
4. Users will ensure that lifting operations in their area of responsibility are carried out in accordance with safe practices.
5. They will be responsible for confirming that the Risk Assessments are applicable for the proposed lifting operation and that they are conversant with both the Risk Assessments and the safe working procedures.

Section 11 - Workplace (Health, Safety, Welfare)

Regulations 1992

1. Incompliance with the Workplace regulations we carry out assessments of the workplace (Hall & Rooms) to ensure that all Premises, Devices or Systems are maintained in an efficient state, efficient working order, in good repair, and subject to a suitable maintenance system (where appropriate).
2. A schedule of assessment is made/signed every month signed by an Authorised Member of the Committee covering: -
 - * Ventilation * Temperature * Lighting * Cleanliness & Waste Materials * Washing Facilities * Room Dimensions & Space * Seating* Conditions of Floor and Traffic Routes* Access to site, Doors & Locks.

Section 12 – Working Alone Safely

1. Although there is no general legal prohibition on working alone, the broad duties of the Health and Safety at Work Act and the Management of Health and Safety Regulations still apply.
2. To this end, safe systems for monitoring and assessing the risks involved, and putting measures in place to avoid or control the risks have been established.
3. All relevant hazards are identified and the appropriate control measures chosen. An invaluable source of information on hazards is the consultation with our Trustees and Co-opted Members & users on health and safety matters.
4. Control measures will include instruction, training, supervision, protective equipment etc. It is essential that the employer takes steps to check that control measures are used and review the risk assessment from time to time ensure it is still adequate.
5. Risk assessment will help decide on the level of monitoring and/or supervision. Some high - risk activities may require the presence of another person.
6. Examples where a second person may be required will be electrical work at or near exposed live conductors. The risk of violence, particularly late at night may also need to be considered.

Section 13 - Control of Substances Hazardous to Health

Regulations 2002 (COSHH)

General Policy

1. The Committee will ensure the collection of up-to-date information on the toxicity and potential hazards of all substances used by the organisation. The information will be available to those with a legitimate need for that information.
2. The Committee will limit exposure to and, where necessary, monitor the use of substances hazardous to health as an ongoing priority. Particular care will be taken with the introduction of new substances and the risks assessed as required.
3. A manual containing COSHH assessments will be prepared if required.

Section 14 – Sub Contractors and Suppliers

1. The persons responsible for assessing the competency of sub-contractors and suppliers prior to the commencement of works will be the Committee or Premises Safety.
2. All Sub-Contractors, suppliers or third party service providers are:
 1. Expected to comply with, and read, the provisions of our safety policy.
 2. Ensure that any operatives under their control or employ have the competence and knowledge of our safe working procedures and also that they will comply with the committee safety policy as issued.
 3. Sub-contractors are not entitled to modify, alter or otherwise interfere with any plant, equipment, or materials for which they have no responsibility or need to use, unless otherwise authorised by the Committee Treasurer.
 4. To ensure that any injury sustained or damage caused by sub-contractors or drivers in our work area must be reported to the site supervisor immediately.
 5. Need to arrange the provision of suitable welfare facilities and first aid equipment for their Trustees and Co-opted Members unless arrangements have been made on their behalf by the site management.
 6. To observe all statutory provisions concerning dangerous, hazardous, explosive, inflammable or other volatile substances and materials which they shall bring on site.
 7. To keep all work places, for which they are responsible, clean and tidy and to clear them periodically as work progresses.
 8. To wear protective clothing and use safety equipment appropriate to the operation that they are undertaking and also to observe our Environment.
 9. This will require the reporting and documenting of relevant codes of practice and regulations that control that activity.
3. All Sub-Contractors will generally be expected to actively cooperate in the implementation of our Health & Safety culture. They will be required to exert and prove the

due diligence to what is considered incumbent upon any normal commercial enterprises, construction companies and heavy industry as a whole. All contractors must sign the separate 'Contractors Asbestos Permit to Work' form prior to the commencement of any work which is available from the Asbestos Co-Coordinator.

Monitoring

1. To ensure compliance, the above points are to be checked on a regular basis at Monthly meetings, during site inspections etc. by the Committee and in general by the vigilance of all committee members whilst on site or in a work area.

Section 15 – Working at Height Regulations 2005

1. We recognise that we must do all that is reasonably practicable to prevent anyone from working at heights, to this end we will ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height.

2. Where we cannot avoid working at height, we will ensure the following:

- Ensure that the work is properly planned, appropriately supervised and carried out in as safe a way as reasonably practicable
- Plan for emergencies and rescue
- Take account of the risk assessment carried out under regulation 3 of the management of health and safety at work regulations 1999.
- Ensure that work is postponed while weather conditions endanger health or safety.
- Ensure that everyone involved in the work is competent (or, if being trained is supervised by a competent person). This includes involvement in organisation, planning, supervision, and the supply and maintenance of equipment.
- Where other precautions do not entirely eliminate the risk of a fall occurring, we will advise those who will be working at height how to avoid falling, and how to avoid or minimise the risk of injury to themselves should they fall.

3. When we select electing equipment for work at height we will:

- Use the most suitable equipment;

- Give collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harnesses);

1. Take account of:

- The working conditions; and

- Risks to the safety of all those at the place where the work equipment is to be used.

Section 16-Asbestos

See Appendix 2 for full details of the Asbestos Policy.

Section 17 – Monitoring of the system

The monitoring of the Health and Safety Policy is essential to provide information that is needed in order to achieve effective control over the management of health and safety. It is primarily carried out as indicated below.

Inspections

External Inspections, typically:

- 1 Health and Safety Representatives – Covering

- Attending an open invitation to our meetings to assess and discuss our Policy

- 2 Insurance Company Assessors – Covering

- Fire, public and employers liability issues, claims, assessing premiums and security.

- Site condition reports.

Reports are issued to the Committee and are followed up and actioned along with any recommendations.

Safety Audits

1. Regular safety audits will be carried out to ensure the effectiveness and relevance of the health and safety policies and management systems in place, at the Village Hall and Sports Pavilion and Car park locations, Safety audits will be carried out by the Committee.

2. The audit will ensure that action is taken to eliminate any deficiencies noted. The results of the safety audits will be discussed at the Committee management review meeting.

Accident/Hazardous Incident Reports

1. All accidents and hazardous incidents will be investigated by a Committee member and reported to the full Committee.

Schedule One

MEREWORTH VILLAGE HALLS

Registered Charity No. 266640

CONDITIONS OF HIRE FOR MEREWORTH VILLAGE HALL, SPORTS PAVILION,
AND/OR ANY EQUIPMENT

1) All applications for the hire of the hall, pavilion or equipment must be in writing, and forwarded on completion to the Booking Secretary, or other appointed member of the Mereworth Village Hall Committee (hereinafter referred to as “the Committee”). The person by whom this application form is signed for all purposes be considered the Hirer and liable as such.

2) An additional deposit of £100 is required at the time of booking, which is returnable if all the conditions are adhered to and the hall and surroundings are left in a clean and tidy condition. The Committee may retain part or all of the deposit if the function is not ended at 11:45 pm after hiring, if other conditions are not met, or if equipment is damaged. All hire charges, including the deposit, must be paid at least two weeks before the date of hire.

3) No intoxicating liquors shall be sold unless an occasional licence for the hall or pavilion shall be in force at such time, and the hirer shall produce such licence to the Booking Secretary before the commencement of the hiring.

4) The hirer shall be entirely responsible for obtaining any other licence that may be required by law, having regard to the nature of the function and indemnifying the Committee against any claims which may arise from the failure to do so.

5) The hall is licensed with the Performing Right Society and Phonographic Performance Limited for playing recorded music.

6) The Committee shall not be responsible for any loss or damage to any property arising out of hiring, nor for any loss, damage, or injury which may be incurred by, or be done, or happen, to any person or persons resorting to the hall during the hiring, arising from any cause whatsoever, or for any loss due to any breakage of machinery, failure of the supply of electricity, gas, leakage of water, sewage, fire, government restriction, or act of God, which may cause the hall or pavilion to be temporarily closed for the hiring to be interrupted or cancelled. The hirer shall indemnify the Committee against any claim, which may be made by any person resorting to the hall during the hiring in respect of any such loss, damage or injury. The hirer shall at all times keep the access to fire doors unblocked, and the fire doors left closed at all times (not wedged or held open in any way).

7) The right to entry to the hall is reserved to any member of the Committee or any other authorised agent of that Committee and any police officer at any time during the hiring.

8) The Hirer shall at the expiration of the period of the hiring leave the hall/pavilion in a clean and orderly state. The Committee may, if it thinks fit, charge the hirer for any expense incurred as a result of the hall/pavilion being left in a dirty, disorderly or damaged state and charge to the Hirer the cost of remedying any defect or disrepair or for any damage caused to the hall/pavilion, furniture, equipment, or fittings during the period of the hire, retaining towards such charge all or part of the deposit paid pursuant to clause 2.

9) The Hirer shall not permit or suffer to be done on the demised premises anything which may be a nuisance or annoyance or cause inconvenience to the owners and occupiers of adjoining or neighbouring property.

10) The Hirer shall ensure at the expiration of the period of hiring that all electrical installations are switched off and all gas and water fittings are turned off. The Committee may if it thinks fit charge the Hirer for any extra expense it may incur as a result of them not complying with this condition of hiring.

11) The Hirer shall ensure that all vehicles parked outside the hall in connection with this hiring shall be parked to avoid any possible obstruction to the access way of properties adjoining or adjacent to the hall.

12) The Committee reserves the right to refuse the hire of the hall to any person or organisation.

13) No admission charge shall be made to any function, except by a recognised club or society.

14) The Hirer shall endeavour to ensure that not more than 90 persons shall attend at any one time any function / dance / entertainment in the hall.

15) The Committee reserve the right to impose from time to time as they think fit extra or special conditions in respect of every or one hiring of the hall and the intention to make such extra or special conditions will be notified to the person applying for hire at the time of booking.

16) It is the responsibility of the Hirer to supply at their expense all sundries such as toilet paper, soap, detergents, towels and any other additional items that may be required. Please ensure that disposable items such as paper towels, serviettes and nappies are not flushed down toilets, as this is likely to cause a blockage.

17) The Hirer must be over 21 years of age, remain in the hall during the period of hire, and be responsible for the collection and return of the key.

18) For parties between the ages of 10 - 18 the hirer must have a supervisory ratio of 1 adult per 10 children

19) Certain doors within the hall leading to the fire exits are fitted with cabin locks. These will only be in use if the hirer makes the decision to use them at their own risk.

20) A full copy of the Health and Safety policy manual is available upon request (and on the Mereworth Parish Council web site www.mereworthpc.kentparishes.gov.uk/default.cfm?pid=2333). The Hirer is responsible for reviewing the policy and for compliance with the terms of the policy.

21) Under no circumstances should water (from floor cleaning etc) be thrown over the soft-surfaced covered play area at the rear of the hall, as this renders it unusable by the pre-school playgroup.

22) The Hirer must ensure that lifting operations in their area of responsibility are carried out in accordance with safe practices.

RATES AS AT MAY 2016

VILLAGE HALL

Juniors (under 18) £21 per game

Minis (under 12) £10.50 per game

Other regular users

Clubs and societies £9.50 per hour

Business users £11.00 per hour

PITCH HIRING

(Not for hire by individuals)

Hire charges for the football and cricket pitches are dealt with by the parish council - please contact the Mereworth Parish Council Clerk, Gill Kirby on 01732 846192 or email gill.kirby@talktalk.net

APPLICATION FOR THE HIRE OF MEREWORTH VILLAGE HALL, SPORTS PAVILION AND/OR ANY EQUIPMENT

Please complete and return to the Booking Secretary:

For Village Hall and equipment - Rebecca Simmons, email mereworth.bookings@hotmail.com

Telephone number 01732 875963

For Pavilion – Gill Kirby, email gill.kirby@talktalk.net, Telephone number 01732 846192

I, (name) Telephone
no no

of (address) email
address
.....
.....
.....

Hereby apply to hire Mereworth Village Hall / Sports Pavilion and/or its equipment (delete as applicable), subject to the Conditions of Hire, on (day and date), from (time) until (time) for the purpose of

I hereby agree to pay the sum of £..... * for such hire and enclose cash/cheque** for this amount. An additional cheque for £100.00 is required as a security deposit and will be returned after the booking providing no damage or loss has occurred.

Please make cheques payable to Mereworth Village Hall.

* MVH Tote members claiming 10% discount – please show membership number

** payment via online banking also accepted – account details shown at bottom of form

I confirm that I have read and understand the Conditions of Hire.

Signed

Date

The Hirer should ensure that on leaving the Hall/Pavilion all lights are turned off, doors closed, heating (village hall) turned down to pilot (which is ZERO not off), night storage heaters to be left on (during winter months), all rubbish, boxes, goods, etc, to be taken away, and floor to be swept (and mopped if liquids spilt), and all left in a clean and tidy condition.

Please retain a copy for your records

Registered Charity No 266640

Details required for online payments

Bank:	CAF Bank
Sort code:	40-52-40
Account number:	00010098
Account name:	Mereworth Village Hall