

St Luke's Hall Overton

St Luke's Hall Overton is the working name of St Luke's Club Overton - Registered Charity 1026873
49 - 55 Winchester Street, Overton RG25 3HT
E-mail: stlukeshalloverton@gmail.com

A fully completed booking form (see page 8) and payment in full are required in order to secure the date and times requested. See page 4 for refund policy
A cleanup/ damage CASH deposit of £100.00
is payable on collection of the key to the hall

****** This document is a legal agreement once signed ******

It consists of eight sides of A4 paper and is based on the standard wording issued by Basingstoke & Deane Borough Council in March 2004 for the guidance of all halls in the Borough)

The signatures of both parties are required on page eight, after which:-
the St Luke's Hall letting officer retains the original of page eight
and the hirer retains a full set of pages 1-7

Page six lists all the checks that must be made by hirers at the end of each booking period

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St Luke's Hall, Overton, Hampshire: Rules and Hiring Agreement
(incorporating Standard Conditions of Hire) *to be completed for all bookings*

The management of the hall is vested in the General Committee of St Luke's Club Overton (St Luke's) whose powers and composition are defined in the constitution, a copy of which may be obtained from the Secretary. Under the provisions of the constitution the General Committee is empowered to make rules or to withdraw or amend them.

1. USE OF HALL Use of the hall and its facilities is subject to the following rules and, in the case of hirers, to the conditions incorporated in the hiring agreement.

2. EQUAL OPPORTUNITIES The hall shall be open to all members of the community regardless of race, nationality, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

3. APPLYING TO USE THE HALL

- a) Application for use of the hall shall be made to the Lettings Officer.
- b) The right to refuse any application for the use of hall's facilities is reserved to the General Committee or the Lettings Officer, provided that the Lettings Officer reports his/her action to the next meeting of the General Committee.

The General Committee may refuse an application to use the hall's facilities if the use by a particular association or individual presents a risk of public disorder or of alienating the beneficiaries or supporters of St Luke's. In any circumstances of doubt, the Lettings Officer shall report the matter to the Secretary, and shall not confirm the letting without the agreement of the Secretary.

c) **All arrangements for the use of hall's facilities are subject to St Luke's reserving the right to cancel bookings when the premises are required for use as a Polling Station or by the Blood Transfusion Service or are rendered unfit for the intended use.**

d) Sections and affiliated groups of St Luke's shall normally have priority use of its facilities, but all arrangements to hire facilities made with outside bodies and individuals shall be honoured by St Luke's except as provided for in c) above.

4. HOURS OF OPENING Facilities at the hall are normally available for the use of its members and of outside hirers between the hours of:-

9.00am & 11.00pm (Monday - Thursday inclusive); 9.00am & 11.30pm on Fridays and Saturdays;
11.00am & 10.00pm on Sundays.

In exceptional cases, these hours may be extended on application to the General Committee.

5. MAXIMUM CAPACITY The hall has a maximum capacity of 150 overall - including helpers and performers, and on no account shall this figure be exceeded.

6. SAFETY REQUIREMENTS All conditions attached to the granting of the hall's Premises Licence shall be strictly observed. Nothing shall be done which will endanger the users of the building, or invalidate the policies of insurance relating to it and to its contents. In particular:

- a) obstructions must not be placed in gangways or exits, nor in front of emergency exits which must be immediately available for free public egress;
- b) all groups are expected to co-operate in the fire drills which are arranged at varying times in order to familiarise users with evacuation procedures;
- c) fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose;
- d) the Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Lettings Officer;
- e) performances involving danger to the public shall not be given;
- f) highly flammable substances shall not be brought into or used in any part of the premises. No internal decorations of a combustible nature (eg: polystyrene, cotton, etc) shall be undertaken or erected without the consent of the General Committee;
- g) no unauthorised heating appliances shall be used on the premises;
- h) hirers are advised that no First Aid Box is provided by the General Committee for general use, and each group using the premises is required to make its own provision;**
- i) all electrical equipment brought into the building shall comply with the Electricity at Work Regulations 1989. The General Committee disclaims all responsibility for all claims and costs arising from the use of any such equipment that does not so comply.

7. SUPERVISION The hirer or person in charge of an activity shall not be under 18 years of age and shall be on the premises for the entire period of hire or duration of the activity. He/she shall not be engaged in any duties which prevent him/her from exercising general supervision.

When the premises or any part of them are used for the purpose of public entertainment, there shall be a minimum of two (identifiable) persons, neither of whom shall be less than 18 years of age, on duty where under 100 persons are attending the entertainment. The number of adult attendants required is increased in the following circumstances:

- a) where 100-150 people are present - to three;
- b) where the majority of those present at the entertainment are less than 16 years of age and when many people with disabilities are expected to attend, the numbers of adult supervisors required will be increased after consultation with the local authority.

All persons in charge or on duty shall have been informed of the procedure for evacuation of the premises and shall familiarise themselves with the fire-fighting equipment provided.

8. SAFETY OF VULNERABLE PEOPLE No activities or groups involving either young children under eight years of age or vulnerable adults will be permitted on the premises except with the written agreement of the General Committee, which will require that the relevant provisions of the Children Act 1989 and any conditions required by the Social Services Department are complied with before giving such permission. In the case of affiliated groups or outside hirers, it is the responsibility of the organisers of the activities concerned to ensure that only fit and proper persons have access to young children, and that such persons shall at all times be in attendance upon young children who are on the premises for the activities concerned.

9. SUPPLY OF FOOD AND DRINK If and when the hall becomes registered as "food premises" only persons who are food handlers within the meaning of the Food Safety Act 1990 (Food Premises [Registration] Regulations 1991) and who have satisfactorily undertaken any relevant training required by the Council's Environmental Health Department shall be permitted to handle food on the premises. Such persons at all times shall observe the Code of Conduct displayed in the servery.

10. INTOXICATING LIQUOR

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the express permission in writing of the General Committee, whose consent must also be obtained prior to seeking

- i) **Permission for the sale of alcoholic liquor and/or**
- ii) **Any Temporary Event Notice**

11. MUSIC IN THE HALL The premises are licensed with the Performing Right Society for the performance of copyright music. Users should, however, advise the Lettings Officer as to the frequency of musical performances during their activities.

The St Luke's licence with the Phonographic Performance Ltd (PPL), on the other hand, does not cover the performance of recorded music by affiliated groups and other hirers of the premises, who must consult the Lettings Officer before making arrangements for the use of recorded music. It is the responsibility of any independent user group which uses recorded music on its activities to check if it requires a licence from PPL and, if so, to obtain one.

12. BETTING, GAMING AND LOTTERIES Nothing shall be done on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or associations responsible for functions held in the hall's premises shall ensure that the requirements of the relevant legislation are strictly observed.

13. STAGE PLAYS The Hirer must ensure that the premises have been licensed for such activity- or seek permission (from the General Committee) to obtain a Temporary Event Notice.

14. STORAGE The permission of the General Committee must be obtained before goods or equipment are left or stored at the hall, except that the Lettings Officer is authorised to grant permission for the overnight storage of goods and equipment brought to the hall for a particular function or event provided that it meets safety regulations.

15. LOSS OF PROPERTY St Luke's cannot accept responsibility for damage to, or the loss or theft of, its users' property and effects.

16. CAR PARKING Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the hall. Where parking accommodation is provided and available, this must be used and, in any case, users of the hall should avoid undue noise on arrival and departure.

17. NUISANCE

a) Litter shall not be left in or about the hall's premises.

b) Except in the case of trained guide dogs for the blind, dogs shall be permitted on the hall's premises only in connection with organised activities such as dog-training or dog shows.

c) Hirers and organisers of events in the hall are responsible for ensuring that the noise level of their functions is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses and property.

18. CLEANING AND SECURITY

a) All use of the hall's premises and facilities is subject to the users accepting responsibility for returning furniture and equipment to their original position, and for securing doors and windows of the premises as directed by the Lettings Officer, Secretary or contracted Caretaker.

b) All users shall also leave the premises and surrounds in a clean and tidy condition, as may be directed by the Lettings Officer, Secretary or contracted Caretaker.

19. NO-SMOKING POLICY

By law, smoking is **NOT** permitted in **any** part of the premises of St Luke's Hall, **including the doorways**. The Designated Smoking Area is to the left (facing) side of the old (blue wooden) front door. Metal Cigarette butt containers are provided and **must** be used: **no** butts to be dropped on forecourt.

20. FLY-POSTING

All Users undertake to abide by the Town And Country Planning (Control of Advertisements) Regulations 1992 and not to display any advertising material bearing the name of St Luke's Hall Overton in any illegal location as defined by these regulations.

**STANDARD CONDITIONS OF HIRE
for St Luke's Hall, 49 - 55 Winchester Street, Overton, Hampshire, RG25 3HT**

1. All hire fees, storage charges and deposits must be paid at the times stipulated in the Hiring Agreement. No hiring will be booked, and the Hirer will have no right to use the rooms and facilities, until all payments have been made in full at the times stipulated.
2. All functions will require full payment at the time of booking.
3. If the Hirer wishes to cancel the booking, the question of repayment of fees shall be as follows:

28+ days notice of cancellation	Full refund
14-27 days notice of cancellation	50% refund
Less than 14 days notice	No refund

Refunds can be made in exceptional circumstances at the discretion of St Luke's.
4. The Hirer shall, on making the booking, inform the Lettings Officer of any requirements concerning the provision of refreshments and shall be responsible for any charges thereby incurred.
5. If the Hirer is permitted to store equipment between sessions, it must be stored in such place and in such manner as indicated by the Lettings Officer and only for as long as is permitted by St Luke's subject to payment of the storage charge.
No article that is dangerous or unsuitable may be stored.
6. St Luke's accepts no responsibility for any stored equipment or other property brought onto or left on the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each session; otherwise, fees will be charged for each day or part of a day at the hire fee per session until the items are removed. The Hirer shall indemnify and keep St Luke's or its employees or agents and invitees indemnified against all claims in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including storage of equipment) by the Hirer.
7. St Luke's may dispose of items brought onto or stored on the premises, by sale or otherwise, and on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and disposing of such items, in any of the following circumstances
 - in respect of stored equipment, failure by the Hirer either to pay any storage charges due and payable or to remove the equipment within 48 hours after the hiring
 - in respect of any other property brought onto the premises for the purposes of the hiring, failure by the Hirer to remove the property within 48 hours after the hiring.
8. **The Hirer shall take out adequate insurance to cover the Hirer and members of the Hirer's organisation and invitees against all claims arising as a result of the hire and, on demand, shall produce the policy or other evidence of cover to the Lettings Officer. Failure to produce such policy and evidence of cover will render the hiring void and enable the Lettings Officer to re-let the premises to another hirer.**
9. No literary, dramatic, musical, film or video work shall be performed or shown at the premises without obtaining all necessary copyright licences and theatre, film, video and public entertainment licences. No such work shall be performed or shown without the prior approval of the Lettings Officer, and no alteration to the work shall be made after such approval.
10. **The Hirer: shall be responsible for obtaining any necessary approvals required by the conditions set under the Premises Licence and/or licences (including any Temporary Event Notice, which may or may not include the sale of alcohol) in connection with the hire will comply with all conditions attaching to such approvals or licences, and will indemnify St Luke's against all losses, costs, damages and expenses resulting from any failure to obtain such approvals or licences or from any failure to comply with the same. All such licences shall be produced to the Lettings Officer before the commencement of the hiring.**

11. Intoxicating Liquor: No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the express permission in writing of the General Committee.

12. The Hirer shall, during the hiring, be responsible for supervision of the premises:
protection of the fabric and contents;
safety from damage, however slight;
the behaviour of all persons using the premises, whatever their capacity;
ensuring that persons leaving the premises during or following the hiring shall do so in an orderly manner and in such a way as not to cause nuisance or annoyance to owners or occupiers of nearby premises; and
the observance of all regulations appertaining to the premises stipulated by the Licensing Authority, the Fire Authority in accordance with Rule 6, the Local Authority or otherwise.

13. A damage /clean up deposit of £100.00 in cash will be required before the hire period starts. As directed by the Lettings Officer, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents.

14. **The Hirer shall not use the premises for any purpose other than that permitted under the Hiring Agreement and will not, without obtaining the prior consent of the Lettings Officer, use or enter the premises at any times other than those permitted under the Hiring.**

15. The Hirer shall not assign the benefit of the Hiring Agreement. The Hirer shall not share the use of the premises with any other person or organisation other than a member or invitee of the Hirer permitted to use the premises under the Hiring.

16. **St Luke's reserves the right to terminate forthwith any entertainment, activity or meeting permitted under the hire that is not properly conducted.**

17. No alterations or additions may be made to the premises, nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without approval of the Lettings Officer.

Any alteration, fixture, fitting or attachment shall, at the discretion of the Lettings Officer,
EITHER: Remain in the premises at the end of the Hiring and become the property of St Luke's
OR: Be removed by the Hirer who must make good to the satisfaction of the Lettings Officer any damage caused to the premises by such removal.

18. The hiring may be determined by notice given by the Lettings Officer
if any fee, storage charge or deposit due under the Hiring Agreement is not paid on time
if any of these conditions is not complied with by the hirer; or
in accordance with Rule 3(c), in which case all fees (including any deposit) paid by the hirer shall be refunded; but without prejudice to any claim by St Luke's against the Hirer for non-payment of fees or non-compliance with these conditions.

19. The hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any local code of practice issued in connection with such sales.
In particular, the hirer shall ensure the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address, and that any discounts offered are based only on Manufacturer's Recommended Retail Prices.

20. The Hiring Agreement constitutes permission only to use the premises, and confers no tenancy or other right of occupation on the hirer.

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 49 - 55 Winchester Street, Overton RG25 3HT

Check list to be completed by all Hirer(s) before leaving the hall at the end of each hire period
NB This list is provided as a guide to most essential items but is not exhaustive.

Hirer's Name:	
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Items to be checked:	Tick
All decorations & rubbish removed from window frames / window-sills / tables / chairs / other surfaces etc?	
All floors - including reception area and corridor and conservatory - cleaned and swept thoroughly and rubbish removed? (Brooms and mop / bucket / dustpan & brush are in Gents' toilet:	
All waste bins emptied? New black liner put into kitchen waste bin? & new white liners put into all toilet waste bins? (both types of spares are on worktop beside main sink in servery)	
All waste bags put into large blue skip outside? NB Tied black bags only - no loose rubbish	
All kitchen worktops and all tabletops thoroughly cleaned using anti-bacterial spray from servery and then thoroughly dried using dusters from servery?	
All dangerous substances eg bleach removed?	
All dangerous items eg knives removed?	
All radiator valves turned back on (anti-clockwise)? Conservatory heaters turned OFF?	
All windows shut & extractor fan turned off?	
All curtains closed to keep heat in?	
All chairs & tables stacked neatly and safely in their place so that access to all fire doors is completely unobstructed?	
All three fire doors at rear of hall and conservatory doors closed securely?	
All lights switched off?	
All electrical appliances switched off, including cooker switch?	
All water taps turned off?	
All personal property eg coats removed?	
All doors closed (& locked where appropriate)?	
All rubbish removed from forecourt?	
All rubbish removed from garden (if used during hire period)?	



St Luke's Hall Overton

Winchester Street, Overton, RG25 3HT

Owned *by the village for the village*
- in the heart of Overton since 1946 -

St Luke's Hall is available for hire

The facilities include:

- Main Hall - with original polished wooden (dance) floor
 - Accommodates up to 150 people (18m x 7m)
- Tables and upholstered chairs for up to 125 people
 - Heated Conservatory
 - Full central heating in cold weather
- Servery with water heaters, cooker and electric kettles
 - Male/female/disabled toilets + baby-change unit
 - Disabled access and facilities
 - Private car park at front of hall
 - Private grassed area at rear of hall
-
- **EXTRA - The Louisa Portal meeting room (size 20feet x 12feet/6mx3m) with separate entrance is available for separate or simultaneous hire**

Private Hire Rates for Main Hall (all inc VAT)

- £ 8.00 per hour Monday - Friday, up to 6.00pm
- £ 12.00 per hour All other times
- £ 100.00 Full Friday or Saturday evenings

The Louisa Portal meeting room costs £ 4.50 per hour (for separate use)
or £2.25 per hour (for simultaneous use with main hall)

Commercial hire rates - add 50% to all private hire rates

* **Minimum hire period:** 2 hours - except on Friday and Saturday evenings
when the minimum is 5½ hours (6.00pm - 11.30pm)

All Booking Enquiries, please, to:

Teresa Reynolds - Tel (01256) 770248

or you can e-mail stlukeshalloverton@gmail.com

Payment by BACS to Sort Code 40-09-18

Account number 21679686

Please quote date of hire as your reference

HIRING AGREEMENT made between the two parties:-

1. The General Committee of St Luke's Club Overton (St Luke's) acting by its lettings officer [Teresa Reynolds]...
2. [insert name of responsible person].....
on behalf of [insert name of organisation*] (the hirer).....
address of Hirer
..... email..... Tel. no:

St Luke's permits the hirer to use that part of the premises described in paragraph 4 (and 5, if applicable) below on the terms and conditions as listed on pages 1 to 8 inclusive of this Agreement document.

1. **Hiring date(s):**.....
2. **Hours "the session(s)" from** **to**..... **Note:** **See Clause 14 on Page 5 as the Hall's insurance policy covers only a maximum of 30 minutes either side of any booked period(s) for setting up & clearing up**

3. **Purpose of hiring**.....

4. **Description of room(s) & facilities (see overleaf) within the premises to be hired:**

***** Please specify by deleting the two options below that do NOT apply *****

- (a) Main Hall **ONLY** (+ servery, toilets, foyer, tables & chairs etc)
- (b) Main Hall **AND** Louisa Portal Room (+ servery, toilets, foyer, tables & chairs etc)
- (c) Louisa Portal Room **ONLY** (+ servery, toilets, foyer, tables & chairs etc)

Please remember:

The hall provides only kettles, drinking mugs and black bin bags, (plus washing up liquid, soap, paper towels and toilet paper)

You will need to bring your own tea-towels, cutlery and any other crockery etc

5. **Storage of equipment (if applicable):**

6. **The Hirer accepts and understands the fire evacuation procedures and the need for provision by the hirer of First Aid Equipment**

7. **The hirer agrees to observe and perform all the terms and conditions** contained or referred to in:-
 - The rules governing the use of the premises (as included in pages ONE to THREE of this Agreement),
 - The Standard Conditions of Hire (as included in pages FOUR and FIVE of this Agreement) for the time being in force
 - The procedures for clearing-up the premises (as included on page SIX of this Agreement) at the end of each session covered by this Agreement - a document which consists of a total of EIGHT printed sides of A4 paper, as described on page one.

8. **Hiring fees (see overleaf) and confirmation of your booking:** A fully completed booking form and payment in full are required **in order to secure the date and times requested**. See page 4 for our refund policy.

A cleanup / damage CASH deposit of £100.00 is payable on collection of the key to the hall.

8a. **Total hiring fee** £..... (inclusive of VAT at the rate in force at the date of hiring).

8b. **paid on**..... by BACS / cash (delete as appropriate)

and clean-up/damage deposit of **£100.00 CASH**) **paid on**.....

******* NB The cash clean up / damage deposit will be reimbursed 48 hours after the end of the hire period - subject to satisfactory report by the hall cleaner to the lettings officer**

NB This document is a legal agreement once signed.

Do not sign it unless you are willing and prepared to be legally bound by it

(for and on behalf of the hirer) Signed by date.....

(for and on behalf of St Luke's) Signed by date.....