

# COGENHOE & WHISTON VILLAGE HALL & PLAYING FIELD

## BOOKING FORM

[www.cogenhoeandwhiston-pc.gov.uk](http://www.cogenhoeandwhiston-pc.gov.uk)

|   |             |                                |
|---|-------------|--------------------------------|
| <b>Organisation/Hirer</b>   |             |                                |
| Person Responsible for Hire: (must be over 25 years old)  |             |                                |
| Name: .....   |             |                                |
| Address:.....   |             |                                |
| .....   |             |                                |
| E-mail .....  |             |                                |
| Tel. No.....  |             |                                |
| <b>DETAILS OF HIRE</b>  |             |                                |
| <b>Day &amp; Date:</b>  |             |                                |
| <b>Purpose of hire:</b>   |             | <b>Anticipated Attendance:</b> |
| <b>Facilities required</b>  | <b>From</b> | <b>To</b>                      |
| Large Hall (seats 120 people)   |             |                                |
| York Room (seats 50 people)   |             |                                |
| Playing Field   |             |                                |
| <i>These premises are NOT licensed for the use of Alcohol or Music (for public events). All functions must end by 9 pm.</i> |             |                                |

### Conditions of Hire:

- The times stated are when the facilities will be opened and closed.
- The use of the kitchen is included in the charge and available to all users of the facilities.
- The Hire fee is to be paid **in full** before keys will be made available.
- Hirers must leave the whole premises clean and tidy before they leave, and ensure all heating and lights are switched **OFF**. Failure to do so will mean that charges for heating or cleaning will be made at the appropriate rate which could include overtime charges.
- All **rubbish** must be taken away when you leave.
- **The Hall is in a residential area.** The hirer is responsible for the supervision of the premises, noise levels and behaviour of all persons present, inside and outside the hall, including the car park and field, throughout the period of hire.
- Hirers are expected to be aware of and comply with the Parish Council's safeguarding policy.  
<https://www.cogenhoeandwhiston-pc.gov.uk/uploads/safeguarding-policy-jan-2021.pdf>
- **If you are a commercial hirer copy of your Public Liability Insurance and risk assessment for your activity must be included with this booking. We would also assume you have a Safeguarding Policy in place.**

**A separate deposit of £50** is required with this completed Booking Form to secure the booking and cover possible damage and cleaning costs. This will be returned within 7 days if the conditions have been met. Any additional damage will be charged at cost. **Bank account details Cogenhoe & Whiston Parish Council Village Hall, Sort Code 608301, Account Number 20430537.**

**DECLARATION:** I confirm that I am over 25 years of age and I agree to the Conditions of Hire and will comply with the Safety regulations.

Applicant: ..... (Signature)      Date: .....

**Please retain a copy of this form for your information.**

*Please return the completed form to the Clerk of the Parish Council, by email to [clerk@cogenhoeandwhiston-pc.gov.uk](mailto:clerk@cogenhoeandwhiston-pc.gov.uk) or by post to  
26 Main Road, Grendon, Northants, NN7 1JW. Tel 07512 045418*

## **COGENHOE & WHISTON VILLAGE HALL & PLAYING FIELD**

### **Safety Regulations for hirers**

The hirer is responsible for the supervision of the premises, noise levels and behaviour of all persons attending the function, inside and outside the hall, including the car park, throughout the period of hire.

**SMOKING** is not permitted inside the building. Please ensure that cigarette ends are not left on the ground outside.

The Hirer and at least one other person over 25 must be on the premises at all times and to be responsible for the safety of the people present.

The Hirer must be familiar with the operation of the **FIRE DOORS and GATES** through the outside fence to the playing field which **MUST** be kept **Clear for Access** at ALL times.

All electrical equipment brought in for an event must be safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations 1989.

The Hirer must familiarise themselves with the location of the **FIRE EXTINGUISHERS**, the **FIRE ALARM** and **EMERGENCY TELEPHONE** in the foyer and how to operate them in an emergency.

The Hirer must check that the **EMERGENCY LIGHTING** is illuminated.

The insurance for this hall does not cover the use of Bouncy Castles; hirers must ensure that they are personally covered for these if necessary. The Public Liability insurance does not cover commercial usage.

Any property brought into the premises is **uninsured**.

The premises must be vacated by **10pm at the very latest**.

**MAXIMUM** number of persons permitted

120 in the Large Hall      50 in the York room

| <b>Hourly rate</b>    | <b>Village organisation / resident</b>         | <b>Non-village organisation/resident</b>        |
|-----------------------|--|---|
| <b>York Room</b>      | £12 per hour                                   | £15 per hour                                    |
| <b>Main Hall</b>      | £15 per hour                                   | £18 per hour                                    |
| <b>Football Pitch</b> | £50 per match including use of showers         |   |
| <b>Playing field</b>  | £5 per hour                                    |   |
| <b>Cricket Pitch</b>  | £60 per match (including use of changing room) | £80 per match (including use of changing rooms) |

The Playing Fields and Village Hall are operated by Cogenhoe & Whiston Parish Council

October 2020