

# THOMAS HUGHES MEMORIAL HALL – UFFINGTON

## COVID-19 TEMPORARY BOOKING FORM

HIRER CONTACT INFORMATION	
Hirer/Group Name	Address  Postcode
Contact name	Hirer/Group Status
Phone	<input type="checkbox"/> Non-Community
E-mail	<input type="checkbox"/> Community (Uffington, Baulking & Woolstone)

HIRE REQUIREMENTS			
Purpose of Hire			
Hire Date(s) Required			
Rooms required	<b>THE ONLY ROOMS AVAILABLE ARE THE MAIN HALL AND KITCHEN</b>		
Times required (see note4)	Start:	Finish:	
Cost of Hire (see page 2 for rates)	£	Balance due on hire	£
Deposit 10% or £5 min (note 2&3)	£		

LICENSABLE ACTIVITIES		
Sale of Alcohol	If you will be selling alcohol you must either: a. Apply for a Temporary Event Notice via the V.W.H.D.C web site. b. Use the halls licence, however this is only available to community groups by prior agreement at a cost of £21. Please ask if help required.	<input type="checkbox"/> No a. <input type="checkbox"/> b. <input type="checkbox"/>

The Hall is licensed for the following: Performance of Plays, Live Music, Dance & Recorded Music. Making Music, Projection of Films & Dancing. Please contact us if you plan another activity not listed.

### NOTES

1. All invoices are to be paid 21 days from the date of the invoice.
2. No deposit required for regular community hirers.
3. Deposit refunded and/or no hire charge levied if booking cancelled more than 2 weeks before hire.
4. Functions are not permitted beyond midnight without express permission of the committee in writing.
5. By signing this form you are confirming you are at least 18 years of age and are formally accepting the THMH conditions of hire. Copies of these conditions can be found at the hall, Shop and website.
6. **THIS BOOKING MUST BE ACCOMPANIED BY A COVID-19 RISK ASSESSMENT CARRIED OUT AND SIGNED BY THE HIRER**

Signature (see note 5)	
Name and Title	
Date	

**Hall users are reminded, the black and green waste bins are NOT for general use. HOWEVER, COVID-19 SANITIZING MATERIALS CAN BE PLACED IN THE BLACK BIN. Any hirer filling one or both bins with rubbish or leaving bags of rubbish on the premises WILL BE CHARGED.**

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## REGULAR HIRE DATES REQUIRED

<p><b>Hire Dates Required</b></p> <p>Regular hirers to list ALL dates required. e.g. statements like “all Tuesdays in term time” will <b>NOT</b> be accepted.</p> <p>Any dates not listed will be available to others for booking. (see note 3)</p> <p>Dates may be booked up to 31<sup>st</sup> December of the next year but charges are reviewed at the end of March each year and may therefore increase.</p> <p>Any one off non-regular hire dates require a separate form.</p>				

## HIRE CHARGES (£ PER HOUR) – 1<sup>ST</sup> APRIL 2020 TO 31<sup>ST</sup> MARCH 2021

Day	Time	Charge per hour
Sunday - Thursday	09:00 – 18:00	10.75
	18:00 – 24:00	13.20
Friday	09:00 – 18:00	10.75
	18:00 – 24:00	18.95
Saturday	09:00 – 18:00	15.95
	18:00 – 24:00	24.00

**CURRENTLY - Some uses of the building are not permitted. The maximum number allowed in the hall for meetings is 30 and for physical exercise activity is 15.**

During the temporary arrangements for the COVID-19 pandemic, charges for a booking are based on the Large Hall rates operating prior to March 2020. Uffington, Woolstone & Baulking hirers are entitled to “Community Hire Charges.”

## NOTES

- A. Hire period must include set-up before and re-instatement after function **A FREE ALLOWANCE OF 30MINUTES BEFORE AND AFTER A BOOKING IS ALLOWED FOR COVID-19 SANITIZING AND SAFETY PROCEDURES**
- B. Additional charges will be levied if heating or lighting is left on after a function, if hall or kitchen are left unclean or if use of green and black waste bins for small amounts of rubbish is abused.
- C. To meet COSHH requirements (Control of Substances Hazardous to Health), with the exception of washing-up liquid, the hall does not provide other cleaning chemicals. **Users of the kitchen facilities MUST provide their own materials to be able to leave the kitchen clean**

For payment of hire contact: Uffington Stores, White Horse SN77SE Tel: 01367 820977

**A RECORD OF ALL PERSONS ATTENDING A FUNCTION IN THE MAIN HALL MUST BE OBTAINED AND HELD BY THE HIRER, WITH CONTACT DETAILS (phone number, email and/or address) IN CASE A COVID-19 OUTBREAK REQUIRES URGENT TRACK AND TRACE.**