



PLOUGHMAN HALL BOOKING FORM
ONE-OFF BOOKINGS
(not Community and Education)

WILLINGHAM Parish Council

Parish Council Office
Ploughman Hall
West Fen Road
Willingham
Cambridge CB24 5LP

Tel: 01954 261027
Email: email@willinghampc.org.uk

Name of hirer _____

Address of hirer _____

Date of hire _____

Day of hire _____

Post code _____ Tel _____ Mob _____

*Start time _____ *End time _____

Email Address: _____

***NB** The *Start Time* and *End Time* should respectively begin and end with the times needed for **setting up** and **clearing away**

Main Hall only ☐ HOURS @ £28.00/hour* ----- (ACCESS TO MAIN HALL AND TOILETS ONLY - NO FOOD OR DRINK ALLOWED)

Main hall and kitchen ☐ HOURS @ £39.00/hour* -----

Side Hall ☐ HOURS @ £18.00/hour* -----

TOTAL COST: -----

The Hirer also encloses a separate cheque for £100 made payable to Willingham Parish Council to cover any damages, extra time and/or cleaning needed (see points numbered 3-6 the terms and conditions overleaf. This is destroyed after the event unless a claim is necessary, if there is any remainder, the monies shall be sent to the hirer by cheque.

*All prices quoted are inclusive of VAT.

Bank details: Unity Bank, Account Name: Willingham Parish Council, Account No: 20470364, Sort Code: 60-83-01

When you hire the Side Hall, please note the custodian will be provided with your contact telephone number.

Consent: I agree that I have read and understand Willingham Parish Council's Privacy Notice. I agree by signing the consent box below that the Council may process my personal information for providing information and corresponding with me.
I have the right to request modification on the information that you keep on record.

Name (Printed)..... Signed:..... Date:.....

Willingham Ploughman Hall
Hire Terms and Conditions

For the purposes of these conditions, the term 'hirer' shall mean either an individual hirer, or where the hirer is an organisation, its authorised representative. The term 'Council' shall mean Willingham Parish Council. If the hirer is in any doubt as to the meaning of the following terms and conditions, the Parish Clerk should be contacted immediately.

Main and Side Hall

1. Capacity
 - a. Main Hall - Total number of persons in the main hall not to exceed 150 seated conference style, 100 seated banquet style or 180 standing.
 - b. Side Hall – Total number of persons in the side hall not to exceed 40 standing and 25 seated.
2. The Ploughman Hall is a **NO SMOKING** area.
3. The hirer must ensure that the toilets are not used by members of the public.
4. The hirer should only use the hall and its facilities for the hire period. Extra time used outside the agreed hire period will result in the relevant charge being levied from the deposit cheque.
5. The hirer will be responsible for leaving the facilities and surrounds in a clean and tidy state as it was on the commencement of the hire. Any contents temporarily removed from their usual position shall be properly replaced and properly locked and secured unless directed otherwise. Otherwise, the Council shall be at liberty to levy an extra charge from the deposit cheque.
6. The hirer will indemnify the Council against the cost of repair or necessary replacement for any damage caused to the hall or its contents. Where appropriate, the Council shall be at liberty to levy a charge from the deposit cheque.
7. The hirer shall not sub-hire the facilities nor use them for any unlawful purpose or in any unlawful way, nor bring anything into the facilities anything that might endanger them or render invalid the relevant insurance policies.
8. Alcoholic liquor may only be sold at the event if the hirer has acquired the necessary alcohol licence.
9. The hirer will ensure that there is no contravention of the law relating to gaming betting and lotteries.
10. The hirer will comply with all conditions made in respect of the facilities by the Fire Authority, Local Authorities, the Local Magistrates Court or otherwise; particularly in connection with an event that includes public dancing or music, or other similar public entertainment or stage plays.
11. The hirer will, if preparing selling or serving food, observe all relevant food health and hygiene legislation and regulations.
12. The hirer will ensure that electrical appliances brought into the facilities shall be safe and in good working order and used safely, and will comply with all relevant legislation and regulations.
13. The Council accepts no responsibility for the loss of or damage to any property brought into the hall or its grounds.
14. The Council accepts no responsibility for any personal injury sustained in the hall or its grounds. The hirer will be responsible for providing adequate insurance cover.
15. The hirer will ensure that the minimum amount of noise is made on arrival and departure.
16. The hirer will ensure that **all music ends and any bar is closed 30 minutes before the end of the hire period** (unless special arrangements have been agreed – e.g. New Year's Eve).
17. The hirer will ensure that no dogs (except authorised disability assistant dogs) or other creatures are brought into the hall or its grounds.
18. The hirer will ensure that any activities for children under the age of eighteen years comply with the provisions of the latest Protection of Childrens Act and the Safeguarding of Vulnerable Groups Act and that only fit and proper persons have access to the children/vulnerable group.
19. In the event of the hall being rendered unfit for use for the purpose for which it was hired, the Council shall not be liable to the hirer for any resulting loss or damage whatsoever.
20. If the hirer wishes to cancel the booking this must be done in writing. At least 14 days' notice is required for a full refund. Otherwise, a charge of **50% of the total cost** will be made.
21. The Council reserves the right to cancel any booking in the event of the hall being required for use as a polling station for a parliamentary or local government election or by-election, in which case a full refund will be made to the hirer.
22. The Council reserves the right to refuse a booking without notice, or to cancel a booking agreement at any time without giving a reason, either before or during the term of the agreement in writing to the hirer; and will arrange a full refund. The Council will not be liable to make any further payment to the hirer and will not be liable for any subsequent losses resulting from this or any other cancellation on behalf of any third party involved in this booking.
23. Any issues with the booking or the hirer's ability to comply with the Terms and Conditions will be reported to the Parish Council by the hirer at the time it occurs or as soon as possible.

24. In line with the Parish Council's Fire Safety Policy the hirer must inform the Parish Council if any person attending their event has any disability or accessibility restraints when completing this booking form or when the hirer becomes aware of their attendance at the event so that a Person Emergency Evacuation Plan (PEEP) can be considered and prepared if required.

Main Hall - Access

25. For the Main Hall the hirer will be provided with a programmed keycard. The keycard will open the door and activate and deactivate the security alarm. The keycard will open the hall for your booking for your agreed hire period only. Keycards must be collected no later than 3 days prior to your booking (unless agreed in writing) by making an appointment with the office. Hirers will be shown how to use the keycard when it is collected. Instructions are also provided in the confirmation of booking.
26. Exiting the hall - **The door will lock each time it closes.** There is a silver exit button inside the foyer which will unlock the door to allow hirers to exit the building. When the hirer leaves the building, they must ensure their key card is with them. The keycard is needed to enter/re-enter the building. If the hirer does not have the keycard with them, they will not be able to re-enter the Ploughman Hall. Willingham Parish Council do not accept any responsibility or liability for lost booking time should this occur.
27. Emergency exit panel – There is a green emergency panel located above the silver door release button. In an emergency push the glass panel and this will override the locking mechanism so the door will remain unlocked to allow an emergency exit. This panel can only be reset by the Parish office. Should the emergency exit panel button be pushed the hirer must report it to the Parish Council using the contact numbers provided on the notice board within the Ploughman Hall or on the notice board next to the Parish Council Office door. In this situation **the hall must not be left unattended unless authorised by the Parish Council.** The hirer must make direct contact with either a Parish Councillor or a member of the office staff so that they can take immediate action. If it is not reported, or the hall is left unattended, the hirer will be responsible for any loss or damage caused by the door system not operating fully.
28. At the end of the booking the hirer will check the taps in the kitchen and toilets are switched off, the fire doors are closed properly, and the lights are switched off at the panel by the front door. The hirer will be responsible for any loss or damage caused by not checking these items.
29. The hirer will set the alarm on leaving the hall as shown, and in accordance with the instructions provided in the confirmation letter. The hirer will be responsible for any loss or damage caused by not setting the alarm.
30. The hirer will return the key to the Parish Office after the booking. Any lost keycard will be charged at £10. The Keycard must be placed in the post box of the Parish Council Office door which is the single door adjacent to the hall entrance. The deposit will not be returned to the hirer until the keycard is returned to the office.

Side Hall – Access

31. For the Side Hall for one-off hirers a custodian will be arranged. The custodian will meet the hirer at the beginning of the booking to open the Side Hall and at the end time of the booking to lock up the hall. The hirer must ensure the hall is clean and clear at the end time of the booking.
32. At the end of the booking the hirer will check the taps in the kitchen and toilets are switched off, the fire doors are closed properly, and the lights are switched off at the panel by the front door. The hirer will be responsible for any loss or damage caused by not checking these items.

IF YOU FIND THAT THERE IS NO HOT WATER IN THE TAPS IN THE MAIN HALL, PLEASE PRESS THE 'WATER HEATERS 1 HRS OVERRIDE' SWITCH ON THE BOX OF SWITCHES ON THE LEFT AS YOU ENTER THE PLOUGHMAN HALL.

Name (Printed)..... Signed:..... Date:.....



WILLINGHAM PARISH COUNCIL

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Cambridge CB24 5LP

Tel: 01954 261027

Email: clerk@willinghamparishcouncil.gov.uk

Website: www.willinghamparishcouncil.gov.uk

Hirers Privacy Notice

When you hire the Village Hall or hold an event on the Playing Field

The information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement.

Your personal information will not be shared with any third party without your prior consent.

The Councils Right to Process Information

GDPR Article 6 (1) (a) (b) and (c) (Data Protection Act 2018)

Processing is with consent of the data subject

or

Processing is necessary for compliance with a legal obligation

or

Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

Information Security

Willingham Parish Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

Your Rights

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: clerk@willinghamparishcouncil.gov.uk

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: clerk@willinghamparishcouncil.gov.uk

Information Deletion

If you wish Willingham Parish Council to delete the information about you, please contact: clerk@willinghamparishcouncil.gov.uk

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact clerk@willinghamparishcouncil.gov.uk

Rights Related to Automated Decision Making and Profiling

Willingham Parish Council does not use automated decision making or profiling of personal data.

To Sum Up

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Willingham Parish Council Data Information Officer: clerk@willinghamparishcouncil.gov.uk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113