

Registered Charity No 223015

**Room Hire Cononley Village Institute (Private Hire / one off events)**

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| --- | --- | --- | --- | --- | --- |
| **Dates(s) required** | | From |  | To |  |
| **Time required including preparation time** (please be realistic when considering preparation and cleaning time as this affects other bookings). | | From |  | To |  |
| **Reason for hire** (eg birthday party) |  | | **Number of people attending event** | |  |

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| --- | --- | --- | --- |
| **Hire charges from 1/5/23 - *hirers criteria - see information on page 3*** | | | |
| **Rooms** | Commercial Use per hour / per day / 24 hours | Semi-commercial Use per hour / per day / 24 hours | Community Use per hour / per day / 24 hours |
| Main hall including kitchen | £25/ £150/ £170 | £17 / £100 / £110 | £12 / £75 / £85 |
| Meeting room including kitchen | £15/ £80 / £80 | N/A | £8 / £50 / £70 |
| Whole building | £30/ £170 /£200 | £20 / £125 / £150 | £15 / £90 / £110 |
| Cooker surcharge – please pay if you are cooking in the kitchen | £20 | £20 | £20 |

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| **Hirers details** |  | | |
| Name |  | | |
| Organisation (if applicable) |  | | |
| Contact address |  | | |
| Telephone |  | E-mail |  |

|  |  |  |
| --- | --- | --- |
| **Cononley Village Institute details** | Telephone Number | Email |
| Kim Hardy - CARETAKER | 01535 630371 | [gillboucher@talktalk.net](mailto:gillboucher@talktalk.net) |
| Richard Woolf - TREASURER |  | [cvitreasurer@btinternet.com](mailto:cvitreasurer@btinternet.com) |
| The Cononley Village Institute |  | [cvicononley@gmail.com](mailto:cvicononley@gmail.com) |
| The Cononley Village Institute | Sort Code 60-83-01 | Account No 20266329 |

**Please pay by bank transfer where possible, using reference CVI, date it has been booked for and your surname eg. Mr Smith has booked for Christmas Day: CVI 251220smith**

**Cancellations. Please advise both caretaker and treasurer if you cancel. Cancellations of less than 7 days will be charged in full.**

|  |
| --- |
| I agree to the conditions of hire (pages below) for using the Institute and the accept the full terms as displayed in the Institute, on the Institute’s website and available from the booking agent. I agree to adhere to abide by CVI risk assessment to hire this building and to provide insurance documents (if required eg third party DJ, bouncy castle, live music).  Signed …………………………………………………..Date …………... |

**RETURN PAGE 1 and 2 TO CARETAKER – KEEP PAGES 3,4,5 FOR INFORMATION**

**This page is blank so the hirer can keep the remaining documents**

**Hire Charges and criteria**

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| --- | --- | --- | --- |
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**Commercial Use**

(i)    Any person from within or outside Cononley wishing to hire the premises for business purposes on an ad hoc basis.

**Semi commercial use**

(i)    Hirers who are small business providing regular / programmed group activities for residents of Cononley

(ii)  Any person or party from outside the village of Cononley wishing to hire the premises for private purposes.

**Community Use**

(i)   ***Local*** Any person from within the village of Cononley wishing to hire the premises for private purposes.

(ii)  ***Community*** Any local community group wishing to hire the premises for fund raising purposes or community activities which benefit residents of Cononley.

(iii)   ***Charity*** Any registered charity wishing to hire the premises for fund raising purposes or community activities.

**Using the Institute (summary), please also see standard conditions of hire)**

**Hours of Use** The Institute is available from 6pm on Friday, 9.00 am – 11.30pm Saturday and Sunday. It is available Monday to Friday in school holidays. Restrictions – please adhere to CVI risk assessments and government guidance including live music, live productions and hospitality opening times.

**Institute Facilities** There is Wi-Fi (Guest wi-fi access or Password DrYx3k3nu3qpFn). There is a projector and an audio system which allows a Phone/Tablet to be plugged in using the instructions with it. Please advise if you wish to use the system or the radio microphones with other equipment. There is a fully equipped kitchen – please read the guidelines for use and information about what equipment is available.

**Cleaning responsibility (hirer)** general tidying of the building after use and disposal of rubbish etc. Please clean up any spilt food or drink.

The Institute holds Licences for (NB Licence is for 9:00-23:59 Monday – Saturday and 9:00-22:00 Sunday):

* Recorded or Live Music
* Events including plays, films, music performances etc
* The sale of Alcohol, subject to following the appropriate guidelines. Private events with sale of

alcohol may need a specific licence.

**Enjoying the Institute** Use the Institute safely, while respecting other users, and its neighbours by

* Comply with the displayed Health and Safety and Fire regulations. All users share responsibility for the Health and Safety of everyone in the building and surroundings. Be familiar with the fire evacuation procedure
* We recommend that large events carry out a risk assessment
* Actively respecting and supporting the Institute’s equality policy
* Carry your own public liability insurance, or complete a disclaimer form, if you are a group.
* If you hire or use a bouncy castle, a professional DJ or other entertainer they must have public liability insurance. Copies of insurance documents must be provided
* There is no smoking or use of illegal drugs allowed on the premises
* Electrical equipment used in the Institute must be in good condition, used safely and not left unattended if plugged in. Smoke machines not permitted.
* **Do not play on the chair lift** – this should be used only by those with mobility issues
* Report any damage or faults of fittings or equipment to the Institute’s caretaker
* Book enough hours to allow time for setting up, clearing up and leaving the Institute in a clean and tidy state as you will be responsible for any damage or additional cleaning.
* **RUBBISH**. Please use the correct bins - recycling blue bin (glass, cans, paper, tetrapac, clear plastic, paper – NO bin bags, carrier bags in the recycling bin). Green bin is general waste. Both are outside at front of building. **If it is a large party please take home empty bottles wherever possible. Do not use the yellow bin** by the door this is for hazardous waste only (nappies).
* Please restore any changes on thermostats and turn down to 15’ when you leave
* Do not leave the building unlocked and unattended. Please close all windows at the end of the event
* Use the kitchen responsibly, and with due care for food hygiene
* Give more than 7 days notice if you wish to cancel, otherwise you will be charged in full.
* Park carefully in the street with thought for the local residents
* Turn off all lights when you leave and use the timer button for the outside lights (located by door).
* Keep noise to a minimum when you leave the building
* All music, parties and plays should end by 11.30pm. Please leave the building by 11.50pm.
* Return the keys to the Booking Agent / Caretaker as arranged

Further information and full hire conditions are available on our website [www.cononleyinstitute.co.uk](http://www.cononleyinstitute.co.uk)

**Event check list**

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| --- | --- |
| Before event |  |
| Booking form completed |  |
| Hire charge agreed |  |
| Key collection / entry confirmed by caretaker |  |
| Hirer and guests are aware of possible transmission of covid and other respiratory illnesses and minimise risk. |  |
| Hirer has relevant insurance (eg for bouncy castle, DJ) see standard conditions of hire |  |
| Hirer has relevant licences see standard conditions of hire |  |
| Hirer has discussed with caretaker if glasses are required and brought out from store room (see equipment list over) |  |
| Hire fees paid |  |
| At the event |  |
| Hirer is aware of Fire Escape procedure (see CVI notice Board on right hand side in entrance hall) and all relevant health and Safety regulations. |  |
| Use kitchen responsibly, with due care to food hygiene |  |
| If using kitchen open the windows / use of extractor fan if cooking |  |
| If using kitchen – if using water boiler turn on 30 mins before use. Instructions by boiler |  |
| If using kitchen – if using dishwasher turn on 30 mins before use **and drain at end Instructions on wall above dishwasher** |  |
| If using audio equipment – aware of operating instructions |  |
| At end of event |  |
| Hirer has tidied up at end of event |  |
| No food to be left in the fridge |  |
| All crockery and utensils washed and put away |  |
| Hirer has wiped down surfaces in the kitchen and tales |  |
| Inside bins – please empty if possible |  |
| Green bin for general waste - outside at front of building |  |
| Recycling blue bin (glass, cans, paper, tetrapac, clear plastic, paper – NO bin bags, carrier bags in the recycling bin) - outside at front of building. **If it is a large party please take home empty bottles wherever possible. Do not use the yellow bin** by the door this is for hazardous waste (nappies) |  |
| Hirer has closed windows at end of event |  |
| Hirer has turned down heating at end of event |  |
| Hirer has turned lights off at end of event. If leaving in dark, there is a light switch as leaving entrance hall (press) and external lights switch on (timer) |  |
| Hirer locks the building |  |
| Keys are returned as arranged |  |

# Information

# Dishwasher – Instructions to use on wall above dishwasher.

# Water boiler - Instructions to use next to water boiler

# Fly Killer (UV light) – Will only need to be turned on if there are a lot of flies / you are doing mass catering. NB. Some smell when flies are killed

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| --- | --- | --- |
| **Equipment Available** | **Location** | **Information** |
| Tables and chairs | Main hall, tables in large cupboard |  |
| Audio visual equipment | Main hall | Please ask for instructions for use |
| Cleaning equipment | Kitchen cupboard next to sink |  |
| Tea towels, hand towels and paper towels | Kitchen under sink | Please put used tea towels and towels in purple box under sink |
| Dishcloths | Drawer by sink |  |
| Bin bags, cling film, sandwich bags, serviettes | Drawer by water boiler |  |
| 100 plates, side plates, soup bowls, desert bowls, | Tall kitchen cupboard | Replace in correct location. Report any breakage’s to Caretaker |
| 100 cups and saucers | Kitchen cupboard under boiler | Replace in correct location. Report any breakage’s to Caretaker |
| 100 mugs | Kitchen cupboard | Replace in correct location. Report any breakage’s to Caretaker |
| Jugs, milk jugs, sugar bowls, salt and pepper pots | Kitchen cupboard |  |
| 100 forks, teaspoons, dessert spoons, soup spoon | In boxes of 100 in kitchen drawer | Please return to boxes after use |
| 200 knives | In boxes of 100 in kitchen drawer | Please return to boxes after use |
| 30 sets children’s crockery (beaker, plate, dish, cutlery) | Shelf by hatch or store room – boxed on shelf unit |  |
| Coloured tablecloths | Drawer under hatch |  |
| White table cloths | Store room – boxed on shelf unit |  |
| wine goblets | Store room – boxed on shelf unit | Re-pack in box. Report any breakage’s to caretaker |
| ½ pint glasses | Store room – boxed on shelf unit | Re-pack in box. Report any breakage’s to caretaker |
| pint glasses | Store room – boxed on shelf unit | Re-pack in box. Report any breakage’s to caretaker |
| Vases | Store room – boxed on shelf unit |  |
| Battery tealights and holders | Store room – boxed on shelf unit |  |
| Broom | L hand bottom cupboard in main hall |  |
| Hoover | Store room |  |