

Rickingham Village Hall –Sample Hire Agreement

(Rickingham Silver Jubilee Playing Field) Charity Number 1031063

Name:		Tel No:	
Address:			
Organisation (if any):		Hire Agreement Number:	
E-mail address:		Time from	Time to
I will meet you at the hall with the key at the start time			
Date(s) of hiring:			
Time / date of hand back			Saturday / Sunday*
Alcohol licence required*		Yes	No
Premises required: *	Whole hall	Whole hall with bar	Main hall & kitchen only
			Committee room only

GUIDELINES FOR HIRERS Thank you for hiring the hall. We do our best to provide a clean and welcoming environment for all users. If you have any problems during the hire please contact either the Booking Secretary or the Chairman. For the benefit of the next hirer, you are expected to leave the hall as you found it. We hope that the following notes will be of help.

Cleaning The Village Hall does not normally supply a cleaner. To ensure that the hall remains in good and clean condition we require that hirers agree to the following:-

The hirer is responsible for cleaning the hall (unless otherwise arranged with the Booking Sec. at the time of booking) and will present the hall for inspection at a time to be agreed.

Chairs	brush if necessary and place singly, not stacked, around the edge of the Hall & Committee Room as found. Remainder to be stacked in the Store Room.
Tables	clean/wipe tables thoroughly and display for inspection near the store room.
Floors	sweep, and if necessary damp mop floors. Any spills should be wiped up at once.
Kitchen	clean and wash all sinks, working surfaces and floor. Tea towels are not provided.
Crockery	wash & put away in the floor cupboards. Please store cups upside down.
Toilets	clean floors, pans and basins and wash if necessary, gloves are available in the kitchen. Switch off lights but NOT the heaters.
Lights	turn all lights off when leaving, including the toilets. £5.00 penalty if lights are left on.
General waste	waste bins in the kitchen and toilets are to be emptied and the bin liner replaced. A spare bin liner should be available in the kitchen drawer near the water boiler. Waste may be placed in the skip adjacent to the main hall door.
External doors	Check and secure ALL external doors, especially the field door before leaving the premises.
Keys	Return to The Booking Sec., The Pightle, Water Lane, Rickingham, IP22 1EL immediately after the end of the hire period. <i>Hirers who fail to return the key within one hour after the end of the hire period will be charged for the extra time at the appropriate hourly rate.</i>

Deposits Following satisfactory inspection, the deposits, (not the booking deposit) will be returned immediately. In the event of a 'failure to agree', the Booking Secretary will inform the Chairman, who will then intercede and will retain or return the deposits at his discretion. The Chairman may refer the matter to the Committee for a decision to refuse any future bookings from that hirer.

Heating The electric fan heaters are controlled by two coin operated slot meters which accept £1 coins only. As a guide, £2- £4 should be sufficient for a one hour event.

Music & Dancing Music must stop no later than 12 midnight in order to comply with our licence.

Alcohol

By law no one may sell alcohol on the premises without written permission from the Designated Premises Supervisor (C Greenhough) which is obtainable from him as part of the booking process. This includes offering alcohol as a prize in a raffle or giving a 'free' drink as part of an entry ticket.

~~* Option A: Professional Bar (The Bell Hotel, Rickingham)~~

~~A bar is provided as part of the hire agreement. No alcohol may be sold after 11.30 pm. The hirer must guarantee a minimum spend of £100. The Bell Hotel management will make appropriate arrangements with you when you discuss your bar requirements with them. A charge will also be made in the event that drinks, other than those purchased at the bar, are consumed during your event.~~

~~* Option B: DIY Bar including raffle with alcohol prize.~~

~~The hirer may be authorised to sell beer & wine, but not spirits, subject to a separate written agreement, signed by both parties.~~

~~* Option C: Bring Your Own~~

~~Alcohol may be brought onto the premises by the hirer or guests subject to the following:~~

~~This alcohol must not be sold.~~

~~The hirer will take all responsibility for any intervention by the authorities (including Police and Mid Suffolk District Council).~~

~~The hirer will be responsible for preventing drunkenness.~~

~~* DELETE as appropriate~~

SAFETY The hirer is responsible for the care of the Hall and the safety of people in it during the hire period. The hirer should nominate a number of stewards to supervise evacuation in the event of fire or other emergency. The number of stewards needed should be determined by the numbers to be evacuated, and should recognise the needs of any elderly or disabled people present.

The assembly point is signed near the recycling bins in the car park.

The fire escapes must be kept clear of obstacles at all times.

Decorations should be fitted no higher than you can reach when standing on the floor. Standing on chairs or tables is unsafe and is not permitted.

Confetti & glitter bombs, smoke generators & laser lights must not be used in the hall at any time.

Bouncy castles are acceptable outdoors, but NOT indoors please.

Kitchen: Children are not allowed in the kitchen at any time.

Portable electric appliances brought for use in the hall should have a current electrical test certificate.

First Aid: There is a first aid cabinet in the kitchen. The accident book MUST be completed however trivial the injury. Serious injuries should also be reported to the Booking Secretary as soon as practical.

ROOM

CAPACITIES

Main Hall

Theatre seating layout 195

Dance with tables 145

Dance with no tables 235

Committee Room

On all occasions 50 (in addition to main hall)

DATA PROTECTION ACT

Our data protection policy is available on our web site: <http://rickinghallvh.onesuffolk.net/>

This information will be used for the purpose of booking the hall, and may be shared with members of the management committee. If you require a professional bar, your contact details will be passed to The Bell Hotel management.

Thank you for your cooperation

Chairman: David Lister

07930 891073

Booking Secretary: Charles Greenhough

01379 890109 OR 0770 996 2658

e-mail: rickinghallvh@gmail.com

I have read & accept these terms and conditions

This agreement must be signed for every hire, or at

Signed by or on behalf of the Hirer

least once a year by regular users of the hall

Signature

Date

Agreement issued

E&OE

Rickinghall Village Hall

(Rickinghall Silver Jubilee Playing Field)

Charity Number 1031063

Booking Secretary
C Greenhough
01379 890109

Chairman
D Lister
07930 891 073

Treasurer
M Stephens
07710 816 315

Sample Invoice

Name:			
Address:			
e-mail:			
Organisation			
Date of issue	Hire agreement & Invoice Number:		
Hire charges			
		£p	£p
Hall			
Alcohol Licence			
Crockery			
	Sub Total		
Deposits			
Cleaning	The hall to be left 'as found'.	125.00	
Breakage	Main Hall minimum £100. Committee Room minimum £50. In the event that the cost of any damage exceeds the deposit, full restitution will be required.	100.00	
	Sub Total		125.00
	Total		
Booking	Payment due within 7 days by cheque*, cash or BACS** No refund in the event of cancellation		
	Balance due at key collection. Cash only please.		

Cheques*	Payable to Rickinghall Village Hall please.
BACS payment reference:**	
Account no:	20741841
Sort code:	20 - 85 - 93
Account name:	Rickinghall Village Hall
	Please notify me by e-mail if you pay by BACS
E-mail:	rickinghallvh@gmail.com
Deliver to:	Charles Greenhough, The Pightle, Water Lane, Rickinghall, Diss, Norfolk, IP22 1EL.
Care of premises:	On departure, you agree to leave the premises secure and in the same condition in which you found them.

E&OE