

Rickingham Village Hall – Hire Agreement

(Rickingham Silver Jubilee Playing Field)

Charity Number 1031063

Name		Tel No		
Address				
Organisation (if any)				
E-mail address				
Date(s) of hiring		Time from	Time to	
_____		_____	_____	
_____		_____	_____	
Premises required (delete as appropriate)	Whole hall	Whole hall with bar	Main hall & kitchen only	Committee room only
Hire Charges				£p
HALL HIRE				
ALCOHOL LICENCE				
CUTLERY/CROCKERY				
Deposits				
<i>CLEANING</i>	The hall to be left 'as found'.			125.00
<i>BREAKAGE</i>	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.			
<i>PROFESSIONAL BAR</i>	£100 . In the event that drinks other than those purchased on the premises are consumed on the premises, the deposit is forfeit in whole or in part and passed to the bar operator to offset their loss of profit.			
Total				
Payment due at time of booking, cash or cheque. No refund in the event of cancellation				20.00
Payment due at key collection, cash only				

Deposit refunds 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.

Guidelines for hirers Thank you for hiring the hall. We do our best to provide a clean and welcoming environment for all its 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 will 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 will be 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 (large)	clean/wipe tables thoroughly and stack in the Store Room
Tables (small)	clean and stack four at the far right hand corner next to the stage, four on the stage.
Floors	sweep, and if necessary wash, floors. To avoid water damage, floors should be <u>damp</u> mopped only. Any spills should be wiped up at once.
Kitchen	clean and wash all sinks, working surfaces and floor.
Crockery	wash & put away. In the floor cupboards, please store cups singly and upside down.
Toilets	clean floors, pans and basins and wash if necessary; switch off lights

- Lights turn all lights off when leaving, **including the toilets**. If lights are left on a penalty charge of £5 will be made.
- General waste waste bins in the kitchen and toilets are to be emptied and the bin liner replaced. Waste may be placed in the skip adjacent to the main hall door
- Glass, bottles empty bottles and glass for recycling may be left on the worktop near the kettles.
- 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. immediately after the end of the hire period. *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.*

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 authorisation 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 supplied**

A bar is provided as part of the hire agreement. No alcohol may be sold after 11.30 pm.

*** 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 may 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 persons present.

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

Smoke generators & laser lights must not be used in the hall at any time.

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.

Maximum 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)

Thank you for your cooperation

Chairman: Bob Clark 0793 018 8472

Booking Secretary: Charles Greenhough 0770 996 2658
e-mail: rickinghallvh@gmail.com

I have read & accept these terms and conditions
Signed by or on behalf of the Hirer

This agreement must be signed for every hire, or at least once a year by regular users of the hall

Signature

Date