

Rickingham Village Hall – Hire Agreement

(Rickingham Silver Jubilee Playing Field) Charity Number 1031063

Name:			Tel No:	
Address:				
Organisation (if any):			Hire Agreement No:	
E-mail address:			Time from	Time to
Date(s) of hiring:				
Time / date of hand back. Phone me 15 mins before you wish to hand back.				
Alcohol licence required*			Yes	No
Premises required: *	Whole hall	Whole hall with bar	Main hall & kitchen only	Committee room only

* Please delete as required

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 Deputy 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 return to 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. please ensure the car park floodlight is switched OFF.
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 Deputy Chairman, who will then intercede and will retain or return the deposits at his discretion. The Deputy 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. The radiant heaters are free of charge but are not available if the hall is decorated.

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

Sound System The key code is available following instruction in its use.

18th & 21st Parties We do not accept bookings for 18th & 21st birthday parties.

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 giving a 'free' drink as part of an entry charge.

*** Option A: Professional Bar**

Any professional bar service provider must hold a Personal Licence to sell alcohol and also be pre-approved by our Designated Premises Supervisor. No alcohol may be sold after 11.30 pm.

*** Option B: DIY Bar**

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

** 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. Commercial hirers must provide evidence of public liability insurance.**

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 (inflatables) are allowed outdoors, but NOT indoors please. **Hirers must seek permission from the Booking Secretary to use bouncy castles and must also provide written evidence of insurance 1) from the bouncy castle owner AND 2) for the bouncy castle supervisors.**

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

Main Hall

Committee Room

CAPACITIES

Theatre seating layout 195
Dance with tables 145
Dance with no tables 235

On all occasions 50 (in addition to main hall)

DATA PROTECTION ACT

Our data protection policy is available on application.

This information will be used for the purpose of booking the hall, and may be shared with members of the management committee and any contractor supplying you with bar services.

Thank you for your cooperation

Deputy Chairman: Dominic Ebert

07983601424

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