

Reepham & Cherry Willingham Village Hall

STANDARD CONDITIONS OF HIRE

N.B. If **THE HIRER** is in any doubt as to the import of any of these conditions, the Hall Booking Secretary should be consulted for clarification.

1. **THE HIRER** will, during the period of hiring, be responsible for the supervision of the premises, the fabric and the contents, their own safety from damage, however slight, or change of any sort and the behaviour of all persons using the premises, whatever their capacity, including proper supervision of the car parking arrangements, so as to avoid obstruction of the highway
2. **THE HIRER** shall not sub-let or use the premises for any unlawful purposes or in any unlawful way, or bring onto the premises anything, which may endanger the same, or any insurance policies in respect thereof.
3. **BAR.** THE HIRER shall be responsible for arranging bar provision with Spirit Event Services who are the sole licensed persons. Please be aware that it is illegal to sell alcohol without a licence.
4. **CAPACITY.** THE HIRER shall not admit to the premises an assembly of more than **250** persons closely seated or **215** persons for dancing.
5. **SECURITY.** THE HIRER shall ensure that at all dances and functions, there is in attendance one responsible person for every 25 persons on the premises.
6. **18th BIRTHDAYS.** It is the policy of the Hall Committee not to accept bookings for 18th birthday parties under any circumstances, whether combined with other events or not.
7. **INDEMNITY FEE**
 - a) **THE HIRER** shall indemnify the Management Committee for the cost of repair of any damage done to any part of the property, including the curtilage thereof, or the contents of the building during or as a result of the hiring.
 - b) An indemnity fee according to the rates prevailing at the time of the booking for the event will be payable at the time of the booking of the event. This will offset partially or wholly against any claim made against **THE HIRER** under conditions of Clause 7&8. It will be refunded in full if no claim is made.
- 8.DISCOS & ENTERTAINERS.** **THE HIRER** shall be responsible for ensuring that all **discos and entertainers** use only the power sockets on the stage, which are linked to both the earth leakage & the noises limitation devices. Non-compliance with this condition shall entitle the Management Committee to withhold the entire indemnity fee.
 - a) The ventilation/extraction system to be used to avoid opening of doors during parties and dances in hot weather.
 - b) In the event of a complaint of excessive noise the Indemnity Fee, referred to in Condition 7, may be forfeited
9. **CANCELLATION.** If **THE HIRER** wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking the question of payment or the repayment of the fee shall be at the discretion of the Management Committee
- 10 **FIREWORKS/CHINESE LANTERNS** Because of the risk of nuisance and damage to adjacent residents and properties, the letting off of fireworks and the use of Chinese lanterns is strictly forbidden

11 **AT THE END OF THE HIRING**

- a) **THE HIRER** shall be responsible for leaving the premises and the surrounds in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced, otherwise the Management Committee shall be at liberty to make an additional charge.
 - b) **THE HIRER** is responsible for **the removal of all refuse (especially food)** from the premises. Failure to do will result in a charge of £10 per black bag
 - c) **THE HIRER** must ensure there is a minimum amount of noise when all persons are leaving the premises. It is an offence to cause excessive noise, e.g. the sounding of car horns, in a built-up area between the hours of 11.30pm and 7.30am.
- 12 **THE HIRER should be aware that there is no telephone on the premises. In the event that emergency services are required, the postcode is LN3 4DU**

13 **PAYMENT OF DEPOSIT** Reepham & Cherry Willingham Village Hall Committee will require a deposit amounting to 20% (twenty per cent) of the hiring fee to be made before the booking is confirmed. The balance is due 14 days prior to your event. All payments to be made by BACS transfer to the following account:

Sort Code: 40-28-20 Account No.: 91190385.

It is essential that you use the reference no. given to you by the Booking Clerk to ensure that we can match your payment to your booking.

ADDITIONAL NOTES FOR YOUR BOOKING

- 1. Hall key is available from the Caretaker, Mrs J Smith, 68 Hawthorn Rd, Reepham LN3 4DU. Tel: 07806788620
 - 2. All hirings include the full use of the kitchen
 - 3. Please ensure that all lighting and heating appliances are turned off and the Hall is locked before you leave.
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For your information – Please retain this copy

Date of function..... Total cost of hire.....

**Licensee: Spirit Event Services, Claire (07917 181284) & Karl Brown (07786 372515).
Office Number: 0845 094 5784. Email Claire@spiritco.co.uk**

Booking Secretary Tel No. 07546 579 677

Deposit to be sent ASAP

Balance to be paid... / /

Village Hall Bank Details – Sort Code: 40 28 20 Account Number: 91190385

Reepham & Cherry Willingham Village Hall

THIS AGREEMENT is made on the DATE (1) and between the REEPHAM & CHERRY WILLINGHAM VILLAGE HALL MANAGEMENT COMMITTEE (2) and THE HIRER(3) named below whereby in consideration of the sums mentioned (4)

B THE MANAGEMENT COMMITTEE agrees to permit **THE HIRER** to use the premises (5) for the purpose (6) and for the period (7) all described below, viz

1. Today's Date.....
2. Reepham & Cherry Willingham Village Hall Management Committee

(b) Authorised Representative Gary Cheshire
Address 42 High St Reepham LN3 4DP
 07546 579 677
 Email: gary.cheshire@btconnect.com

3 THE HIRER

- a) Organisation..... Type of event.....
- b) Authorised representative.....
Address.....
.....
Tel No..... Email address

4 HIRING FEES

Indemnity Fee	£.....
Service Charge	£10.00
Hiring Fee.....	£.....
Bar Facility Fee See clause 3	£.....
Music & dancing licence (if applicable)	£.....
Total Fee...	£.....
Less Deposit...20%..... to be enclosed with this form	£.....

Balance payable at least 14 days before the event for which the hall is hired. (The deposit being paid on the signing thereof)

Balance £.....

Payment by BACS please to: SORT CODE: 40-28-20 ACCOUNT NO. 91190385

Key to be collected from: Mrs J Smith, 68 Hawthorn Rd, LN3 4DU. Tel: 07806 788620

- 5 Premises: Whole of the Village Hall \ Main Hall \ Lounge (circle as appropriate)
- 6 Purpose of hiring.....See Clause 6
- 7 Period of Hiring Date(s)..... From To Hours.....
- 8 THE HIRER agrees with the Management Committee to observe and perform the provisions and stipulations contained or referred to in the Committee's "Standard Conditions of Hire" for the time being in force (an understanding of which THE HIRER acknowledges) together with the special conditions set out in the schedule below, (if any).

AS WITNESS the hands of the parties hereto:

Signed by the person named at 2 (b)

On behalf of the Reepham & Cherry Willingham Village Hall Management Committee

Signed by the person named at 3(b), on behalf of the organisation named at 3(b)