HIRING AGREEMENT BETWEEN BRICKLEHAMPTON, ELMLEY CASTLE AND NETHERTON VILLAGE COMMUNITY HALL MANAGEMENT COMMITTEE AND

Name of person responsible for event……
Address & Postcode……..……
Telephone Number & E-mail……
Name/type of event……
Date of event……
Rooms Required……
Time Required……

Private parties will need to vacate at the time stipulated by the management committee, and in accordance with the Premises Licence.

Function…….hours at……per hour……£…….
Preparation time at £6 per hour…….. £…….
Hire of Crockery at £10.00……..£…….
Hire of Glassware at £10.00……£…….
Hire of Cutlery at £5……£……
Performing Rights fee (YES/NO) £12 ……£……
(required if live/recorded music or entertainment is performed)……£……
Caretaker (charged if food is served) £12……£……
*Deposit to secure the booking – villagers - £50……£……
* - non-villagers £100 plus price of Hall etc……£……
*(Total amount to be paid a fortnight before the event)
TOTAL TO PAY……£……
Please make cheques payable to 'Elmley Castle Village Hall'
Or Bank Transfer details are as follows: Name:Bricklehampton, Elmey Castle & Netherton Village Hall -Sort Code: 20-98-61 Acct.No. 80036986

THE VILLAGE HALL IS A NO SMOKING AREA AND IS FITTED WITH SMOKE DETECTORS CONNECTED TO THE FIRE ALARM SYSTEM – A RECEPTACLE FOR CIGARETTES CAN BE FOUND BY THE FRONT ENTRANCE

OUR LICENCE DOES NOT PERMIT THE FOLLOWING IN OR AROUND THE PREMISES:- SMOKE/FOAM MACHINES; PYROTECHNICS; FIREWORKS; NAKED FLAMES INSIDE THE BUILDING, E.G. CANDLES, REPRESENT A FIRE RISK - PLEASE CONSULT THE 'VILLAGE HALL SECRETARY' IF THE USE OF CANDLES IS CONTEMPLATED WHO WILL ADVISE ON SAFETY.

The Village Hall is licensed for various activities within specified times which can be withdrawn from us if the licensing objectives are breached. It is the policy of the Management Committee to adhere to its licence in all respects including public safety and fire risks. We respectfully ask all users to be mindful of this.

1. As this is a multi-use building, rooms not requested for hire will be kept locked.
2. The premises is hired on the understanding that users respect other hirers, i.e. noise levels etc.
3. **SALE/SUPPLY OF ALCOHOL – The Village Hall is a licensed premises (just like a pub) and there is a qualified licensee for the building.** It is a criminal offence to serve/sell alcohol to children under the age of 18. If the Village Hall Committee believes this is happening, we will have no option but to close down the event. A responsible attitude by the hirer must be taken in the prevention of drunkenness on the premises in the interests of public safety and antisocial behaviour.
   Licencing hours- no alcohol sold after 11.30pm.Glasses cleared by 12 midnight.Please leave quietly and respect the neighbours.
4. **METERS** –Heating is included in the price of the hall.

5. **FIRE DOORS** – must not be blocked in any way by chairs, tables or other items. In the event of a fire, free access must be available to those in the building. Anyone found doing this will be asked to remove the item.
6. **STAGE -** due to village hall electrical equipment the stage area is **OUT OF BOUNDS** unless by prior agreement. To avoid heavy objects falling on them, children are not permitted on the stage.
7. **KITCHEN –** if two groups are using the premises at the same time, kitchen facilities need to be shared. On leaving, please remove food from fridge/freezer. PLEASE DO NOT PUT NAPPIES IN THE KITCHEN BIN. **Wheeled bins** are stationed at the side of the building – Black for refuse to be put in plastic sacks – green for recycling NOT to be put in plastic sacks, i.e. glass, cans, paper, plastic bottles only – please do not overfill these, any surplus rubbish will have to be taken home.
8. **FLOORS -** The Main Hall/Committee Room wooden floors MUST NOT BE WASHED/OR WATER APPLIED. Spills must be wiped up immediately with a dry cloth to avoid people slipping over on damp areas and hurting themselves. Due to electrical wiring and other equipment under the stage plus various electrical equipment above on the stage, liquids cannot be used on the stage. When playing games in the hall, we ask that users wear white soled pumps as the black ones mark the floor very badly. Before leaving the premises, please sweep floors with scissor sweeper/broom & 'Henry' (kept in Meter Cupboard).
9. **CURTAINS –** are made of fire retardant materials and should not be removed/replaced without the approval of the premises supervisor. If other materials are to be introduced, a risk assessment will need to be undertaken by the premises supervisor.
10. **ON LEAVING –** please leave the premises as you found it. Any extra cleaning, over and above that charged for our cleaner will have to be deducted from the deposit/charged to the hirer, namely, a further £20.
11. **BREAKAGES –** must be reported immediately they are discovered and paid for.
12. **BOUNCY CASTLES Our public Liability Insurance does not cover bouncy castles either outside or inside the hall.**
13. **HELIUM BALLOONS - Unfortunately no helium balloons allowed as they get trapped in the fans.**
14. **.NON-VILLAGE HALL EQUIPMENT –** the bringing in of non-village hall equipment will be at the discretion of the premises supervisor, e.g. electrical items, furniture, etc., this is for safety reasons.
15. **NOISE** – please be aware that the village hall is in a residential area. When leaving the building at night, please consider the neighbours and do so quietly.
16. **SECURITY** – ***IMPORTANT!*** It is very important that hirers make sure all areas of the building are properly secured on leaving, including the fire doors and windows/window locks. We have to ensure a responsible person holds the key and we prefer this to be the Hirer who has signed the hiring agreement. They will be held responsible for any damage or theft which occurs as a direct result of failure to secure all doors and windows on leaving the hall. If the hirer gives the key to a caterer or a third party this does not change the responsibility under the hiring agreement.

IF KEY IS NOT RETURNED PROMPTLY TO THE HALL SECRETARY £5 WILL BE CHARGED

The Village Hall key is obtainable from Mrs. J. Smith, Brookside Cottage, Main Street, Elmley Castle, Pershore, Worcs. WR10 3JE Tel: 01386 710511 E-mail: johnjeanettesmith@btinternet.com

THE MANAGEMENT COMMITTEE IS NOT RESPONSIBLE FOR THE PROPERTY OR PERSONAL BELONGINGS OF ANY PERSON USING THE HALL OR ON THE PREMISES AT ANY TIME. PLEASE BE AWARE THAT THIS IS A MULTI-USE PREMISES AND TAKE APPROPRIATE PRECAUTIONS TO SAFEGUARD YOUR OWN AND VILLAGE HALL PROPERTY.

I have read and understand the above Agreement, the Terms and Conditions of Hiring, together with the Special Conditions of Hiring on Fire Safety.

Signed…….

Please sign and return one copy to Mrs. J. Smith at the above address

ACCESS CANNOT BE GIVEN UNTIL A SIGNED COPY OF THE AGREEMENT HAS BEEN RETURNED

This Village Hall is a fantastic venue for a range of activities and the Management Committee want our hirers to enjoy themselves and we will do our utmost to help in that endeavour. Thank you for your custom.