

BUCKLESHAM AND FOXHALL VILLAGE HALL HIRING AGREEMENT

Arrangements to hire the Hall to be made through

buckleshamvillagehall@gmail.com

or Ruth Johnson 07854 712 734

The Hirer will be entirely responsible for the proper use of the Hall and all equipment, and must ensure there is no damage to the fabric of the building, furniture or fittings. The Hirer must ensure the main Hall, kitchen and toilets are left in a clean and tidy condition, that all rubbish is removed from the Hall and that bin liners are replaced.

When appropriate, the Hirer will ensure that windows and doors will remain CLOSED when music is being played. The hirer will ensure that all those attending the function are mindful that the Hall is in a residential area.

The Hirer undertakes that there will be no music or loud noise after 11pm.

The Hirer ensure that the premises is securely locked, **with the windows secured and lights and heating turned off.**

The capacity of the Hall is as follows: -

Seated tables-----	100 people
Dancing only – no tables -----	200 people
Dancing and Tables -----	150 people
Closely seated in rows -----	150 people

The Hirer shall not allow maximum capacity figures to be exceeded.

All exits must be kept free from obstruction. All gangways at the sides and ends of the Hall as well as those separating the rows of must be kept free from obstruction.

The Hirer must identify the location of the Fire Exits and fire equipment to users of the Hall.

The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises for any unlawful purpose. The hiring entitles the Hirer to enter the premises only during the specific hours agreed.

The Village Hall Committee does **not permit the use of Bouncy Castles** or similar inflatables.

The Village Hall Committee, in line with legislation, applies a **No Smoking** ban on the whole premises, including in the Hall, the garden area at the back of the Hall and the Car Park.

If the Hirer wishes to cancel the event, and the Committee is unable to obtain a replacement booking, repayment of the fee shall be at the discretion of the Committee.

The Village Hall Committee reserves the right to cancel a hiring in the event of the Hall being required for use as a Polling Station, in which case the Hirer shall be entitled to a refund of any deposit paid.

The Village Hall Committee or its Representative reserves the right to be present at any event. The Village Hall Committee or its Representative reserves the right to put a stop to any entertainment or meeting not properly conducted.

HIRING AGREEMENT – BUCKLESHAM AND FOXHALL VILLAGE HALL

Please Complete, Scan or Return by Post to confirm your booking

I have read the Hiring Agreement which I understand and accept.

SIGNATURE..... DATED.....

PRINT FULL NAME

ADDRESS.....

.....

.....

Telephone Number

email Address.....

Purpose of Hire – Private or Public (Name of Organisation)

Date of Hire----- Hours of Hire-----

NB. Where the Hirer has a regular booking, it will only be necessary to complete the agreement once. The dates and hours of hiring should be completed with “various” as agreed with the Village Hall Committee.

Hall Hire Charges

The day is split into 3 sessions:

Morning ~ 8am-1pm

Afternoon ~ 1pm-6pm

Evening ~ 6pm-11pm

Daytime or evening bookings during the week for meetings, talks, classes, clubs, activities, or parties:

	Rates per session	
	Regular weekly Booking	One off Booking
Residents	£25	£40
Non-Residents	£30	£50
	am/pm	eve
Corporate	£100	£150

Weekend Evening Bookings for functions, parties, special events

	Rate per session	Refundable damages deposit may be required
Residents	£80	£80
Non-Residents	£150	£150
Corporate	£200	£200