

BUCKLESHAM VILLAGE HALL

HELD IN TRUST BY BUCKLESHAM PARISH COUNCIL

Mrs Ruth Johnson, Clerk to the Village Hall
54 Levington Lane, Bucklesham, Ipswich IP10 0DZ



01473 655149

buckleshamvillagehall@gmail.com

07854 712 734

HIRING AGREEMENT 2026

Please help us to look after our Hall by ensuring you leave it as you found it.

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. All cleaning equipment is in the cupboard by the ladies loos. The Hall Risk Assessment must be read before hire commences.

Cleaning the Hall after use:

- Please ensure the entire Hall is left in a clean and tidy condition – as you found it
- Please sweep the floor, and mop any spillages immediately
- Please ensure the toilets are left clean and flush the loos if necessary
- Please ensure that all rubbish is removed, including **nappies in loo bins**, and bin liners are replaced
- Please ensure all chairs and tables are wiped clean and stacked back in the Committee Room

Please remember to close windows, turn off lights and heating including the water heater in the kitchen.

The capacity of the Hall is as follows:

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

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

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.**

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 chairs, 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 Parish Council **does not permit the use of Bouncy Castles** or similar inflatables. The Council **does not permit Fireworks** either inside or outside the Hall. The Council, in line with legislation, applies a **No Smoking or Vaping ban on the whole premises, including in the Hall, the patio area at the back of the Hall and the Car Park.**

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

There must not be any music or loud noise after 11.30pm weekdays and midnight on Saturdays.

The Hirer acknowledges that the Council has a duty under Section 26 of the Counter Terrorism and Security Act 2015 in the exercise of its functions to have 'due regard to the need to prevent people from being drawn into terrorism' (the 'Prevent Duty'). The hirer shall ensure that it uses Bucklesham Village Hall in such a way as to satisfy the Prevent Duty.

The Council 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 Council or its representative reserves the right to be present at any event. The Council or its representative reserves the right to put a stop to any entertainment or meeting not properly conducted.

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

Arrangements to hire the Hall to be made through the Clerk, Ruth Johnson at buckleshamvillagehall@gmail.com or **07854 712 734**

Hall Hire Charges

The day is split into 3 sessions:

Morning ~ 8am-1pm

Afternoon ~ 1pm-6pm

Evening ~ 6pm-11pm

A fully refundable Cleaning Charge of £50 will be required for all one-off bookings. This will be refunded after the event once the Hall Caretaker is satisfied that the Hire Agreement has been adhered to. The deposit will not be returned if extra cleaning is required after the booking, if rubbish has not been removed, or if the Hall is not left in a clean and tidy state.

Daytime or evening bookings Sunday to Thursday for meetings, talks, classes, clubs, activities, or parties:

	Rates per session	
	Regular Booking	One-off Booking
Residents and Village Hobby Groups	£30	£60
Non-Residents, external and commercial groups	£40	£80
	am/pm	eve
Corporate	£100	£150
Elections	£300	

Friday or Saturday evening private bookings for functions, parties, special events

	Rate per session
Residents	£80
Non-Residents	£150
Corporate	£200

Invoices will be issued on return of Hire Agreement and acceptance of booking.

HIRING AGREEMENT – BUCKLESHAM 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 (please circle)

NAME OF ORGANISATION

DATE OF HIRE----- SESSION (am/pm/eve) -----

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 Parish Council.