



Colmworth Hall



Hire Form & Conditions of Hire



Contact email:
colmworthhall@outlook.com

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Contact Details:

Bookings Secretary: Mrs Nina Frew

Telephone: 07947 813532

Email: colmworthhall@outlook.com

Colmworth Village Hall - Hire Agreement / Application for Hire

Issue: 1811

This hire agreement is made on date (1) between the Management Committee of Colmworth Village Hall, (2) and the Hirer, (3) named below whereby in consideration of the sum(s) mentioned (8): The Committee agrees to permit the Hirer to use the premises (4) for the purpose (5) and for the period (7) under the Premises standard conditions of hire (unless otherwise agreed in writing)

1. **Date of agreement** (to be completed by booking officer on confirmation of hire).....

2. **Village Hall Management Committee**, Colmworth Village Hall, Church Rd, Colmworth Beds MK44 2JX.

3. **The Hirer**

Name.....

Address.....

.....

.....

Email.....

Phone.....

Mobile.....

4. **Premises** required for hiring: (Please tick the required facilities)

Main Hall Kitchen Roman (meeting) room Exclusive use (mandatory if >75 guests)

Car-parking Stage Licensed bar Other (please specify)

Optional Extras

Cutlery Condiments Glasses Games Display boards Projector Other

5. **Type of Event**.....

6. **Approximate number of participants/guests**.....

7. **Period of Hire** Date..... Time.....

For schedule/regular events please supply details:.....

.....

8. **Charges**

Agreed hourly rate:@ £..... x No of hours..... = Total hire charge.....£.....

Equipment hire = Total equipment charge..£.....

A deposit of 50% of the total hiring charge is payable at the time of booking with the balance payable at least 4 weeks before the date of hiring. In addition a £100 security / cleaning deposit is payable via cheque (dated at the event date). This will be returned or destroyed after the event if all Conditions of Hire have been complied with during the hiring at the discretion of the Village Hall committee. Please note the cancellation charges described on page 6.

For schedule /regular events hire charges are payable quarterly in advanced.

9. **Preparation / Cleaning up Time**

Setting up and clearing up time needs to be booked as part of the hire time
The opening times of the hall are normally 08:00 to 23:45hrs.
There must be no amplified music before 09:00 or after 23:30hrs.

10. **Alcohol**

Special attention should be made to the conditions regarding alcohol – refer to page 4.

No Alcohol at the event

Alcohol will be served at the event but not sold

Alcohol will be served and is included in the ticket/admission price

Alcohol will be sold at the event

11. **Numbers**

The Premises Licence is for 200 persons or 120 persons when seated at tables.

12. **Where did you hear about the hall?**

Resident Chronicle Trumpet Grunch Website Word of mouth Other

Further information about your hire.....
.....

The Village Hall Committee reserves the right to amend the Terms and Conditions without prior notice and such amended Terms and Conditions shall apply to any hiring of the premises forthwith.

In the case of schedule/regular Hire the Village Hall Committee reserves the right to amend the Terms and Conditions subject to 60 days notice being given.

The Village Hall Committee reserves the right to amend the Hire Rate at any time, although no amendments will be made to an agreed hire after the receipt and acceptance of the signed hire agreement and payment of the 50% deposit. For schedule/regular hires any amendments to the hire rate shall only apply after at least 60days notice having been given.

The Conditions of Hire (Issue Jul 18) shall form part of this Hire Agreement and by signing this agreement you agree to be bound by them. In addition, in the absence of a signed copy of this agreement being returned prior to the hire period the payment of a deposit will be deemed as their acceptance.

Acknowledged and agreed by the Hirer or his/her Authorised Representative.

Name.....

Signature..... Date.....

It is recommended for the hirer to retain a copy of this agreement for their own records.

Please send a copy of the agreement together with the appropriate fees to: Mrs Nina Frew, The Rowans, Queens Road, Colmworth, MK44 2LA and a counter signed copy shall be returned to you to form the contract of hire.
(Should you have any queries please do not hesitate to contact the Booking officer by email on colmworthhall@outlook.com

Acknowledged and agreed by a representative of Colmworth Village Hall Committee.

Name.....Signature.....

Date.....

(The booking is not confirmed until you have received confirmation from the booking officer)

Supervision

The hirer must be over 25 years and it is the responsibility of the Hirer to ensure that the 'Conditions of Hire' for the Village Hall rooms are understood and adhered to by all persons using the 'Rooms' during their hire period. The Hirer shall be responsible for the fabric and contents: their care, safety from damage: and the behaviour of all persons using the premises. The Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for the loss of contents.

Health & Safety First Aid & Fire

The hirer will ensure at least two mobile phones are available for use at all times in the unlikely event of an emergency. The hirer will familiarise themselves with the First aid station located in the kitchen area and of the Fire evacuation procedures located on the notice boards. We strongly advise for a trained first aider attends the event and everyone at the event is made known of this person should in the unlikeliest event they will require their help.

Kitchen Hygiene & Food

The hirer shall if preparing, serving or selling food observe all relevant health & hygiene legislation and regulations.

Smoking

Smoking is strictly prohibited within the Village Hall premises. Smoking is allowed in the grounds but please take care and make use of the outside ashtrays provided.

Children

Any group or organisation working with children who hires the Hall will be required to operate a recognised Child Protection Policy primarily based on the Home Office Code of Practice, *Safe from Harm* and comply with The Children Act of 1989. A copy of this policy and relevant CRB documentation may be requested before the start of the hire

Alcohol

The Village Hall holds a full licence and a charge of £25 to cover our costs will be made for any event selling alcohol. This also includes providing free alcoholic drinks at any event where people have paid to attend.

For small private parties and events (no ticket sales) which provide alcohol free of charge or where those attending bring their own alcohol, no license is required but the Booking Officer must be notified by the hirer at the time of the booking that alcohol will be consumed at the event.

The selling of alcohol, must be via our own licensed bar this is run by Kevin of The Crown public house at Little Staughton. If a bar is required, further details will be supplied by our Booking Officer. Please note if you supply your own alcohol when a bar is booked, a corkage fee will be charged.

Alcohol must not be sold to persons suspected of being under the age of 18.

The Hirer shall ensure that in order to avoid disturbing neighbours to the Hall and to avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol.

Drugs

No illegal drugs may be brought onto the premises.

Betting, Gaming & Lotteries

The hirer shall ensure that nothing is done or in relation to the premises in contravention of the law relating to gaming , betting and lotteries.

Performing Licence

The hall's performing licence permits the use of copyright music in any form e.g. records, CD's radios, DVD and by the performer in person. There is no additional charge for this service.

Electrical Equipment

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations, 1989.

Decorations

Decorations or banners should not be used in the kitchen area nor should they be attached to any electrical fittings or fire safety equipment within the hall. No glitter or decorations containing glitter shall be brought into the hall.

Opening Times

The opening times of the hall are normally 08:00 to 23:45hrs. There is no caretaker at the hall so hirers access is via a keysafe mounted to the outside of the building. This may affect the start and finish of your hire period especially if you are organising outside caterers or party organisers as they may require access to the hall in good time before the start of your actual event. Access code and instructions will be forwarded to you at least 3 days before your event. There must be no amplified music before 09:00 or after 23:30hrs

Preparation / Cleaning up Time

Please ensure the hire period booked is adequate for allowing access for outside caterers, setting up and cleaning up as there will be **no access to the hall outside of the specified hire period.**

Car Parking

Cars are parked at the owners risk. No vehicle is to be left in the car-park overnight without the permission of the booking officer. The gate **MUST** be closed and locked after vacating the hall.

Cleaning & breakages

The hall, foyer, committee room, kitchen and outside premises must be left clean and tidy *AS IT IS FOUND*. If the kitchen is used, it is the responsibility of the Hirer to see that it is swept and cleaned after use and all worktop surfaces are wiped clean. This includes cleaning the cooker, microwave and fridges. Floor cleaning materials are provided (in the store cupboard next to the stage) **Rubbish is to be placed in plastic bags and deposited in the appropriate waste container in the car park.** There are containers provided for re-cycling materials. Please ensure toilets are flushed and left in a reasonable condition.

If the hall is found to have been left in an unsatisfactory condition a cleaning charge of £20 per hour will be deducted from your deposit.

Animals

The hirer shall ensure that no animals (including birds) except Guide dogs are brought into the hall without special permission from the booking officer.

Purpose of Hire

The committee reserves the right to refuse any application of hire without stating their reasons.

Right of Entry

The committee or persons authorised by them, shall have the right of free and unimpeded entry to the premises at all times.

Cancellation

The Village Hall reserves the right to cancel this hiring by written notice in the event of:

- The premises being required for use as a Polling Station
- The Management Committee reasonably considers that such a hiring will lead to a breach of licensing conditions or unlawful activities will take place
- The premises becoming unfit for the use intended by the Hirer
- An emergency requiring the use of the premises as a shelter for victims of flooding, snowstorm, explosion etc.

In any such case the Hirer shall be entitled to a refund of any deposit already paid but the Village Hall shall not be liable to the Hirer for any direct or indirect loss or damages whatsoever.

Should the hirer wish to cancel a booking this must be received by the bookings officer in writing or via email and is liable for the following charges:

More than 14 days before the scheduled booking	No charge.
Between 7 and 14 days of the scheduled booking	50% charge.
Less than 7 days before the scheduled booking	Full hire cost will be payable.

Limited Liability Insurance

The insurance held by Colmworth Village Hall committee provides limited cover for personal and social users of the hall. Details can be provided upon request.

Publicity & promotional material

These may be supplied to the booking officer for displaying on the internal and external notice boards at the hall.

The event will be displayed on the Village hall website as a "private function". If your event is open to the public please let us know and we will upload your promotional material to our website and include it on our notice boards to help to publicise your event.

Payments

Payments may be paid either by cheque or BACS.

Cheques should be payable to Colmworth Village Hall and posted to: Mrs N Frew,
The Rowans, Queens Rd, Colmworth, Beds. MK44 2LA.

BACS: Barclays Bank Acc No: 60279447, Sort Code: 20-05-74.
Please use your name and date of hire as the reference
for example ASMITH 12JUN2018.

**Should you have any queries please do not hesitate to contact the
Booking officer at colmworthhall@outlook.com.**