

HIRING AGREEMENT FOR SNAPE VILLAGE HALL

The Village Hall Management Committee agrees to permit the Hirer to use the hall in accordance with the Schedule of Standard and Special Conditions which are attached. Also attached are the hall hire charges, the permitted capacity and the attendants' requirements.

Hire Required: Main Hall or
Committee Room upstairs (max 20 people) *please delete as necessary*

Is alcohol to be provided at the event? YES/NO

Will it be for sale? YES/NO *(if yes please sign here to confirm you will hold a current Local Authority licence for the sale of alcohol on this occasion)*.....

Event.....Date of event.....

Time of event: from..... to.....

(If you are booking a series of sessions please attach a list of dates and times or contact the Bookings Secretary direct)

- The cost of this booking will be.....per hour, **including electricity**. See over for rates.
- You can collect the key from the Bookings Secretary on.....attime
- An invoice will be sent at the start of the following month for one-off bookings, regular hirers by agreement with the Treasurer.
- **A deposit of £50 is required for private parties and commercial bookings, payable in advance, which will be refunded if there is no damage and the Hall is cleaned satisfactorily.**
(Cheques to be made payable to Snape Village Hall)

Reasonable preparation and clearing up time are not charged for, unless it prevents the VHMC taking another booking, in which case we reserve the right to apply a charge of £25 to cover any lost income and additional administration costs.

NO BLUE TAC/STICKY TAPE/PINS ON WALLS OR PAINTED DOORS and NO CANDLES IN THE HALL

In the event you have to cancel a booking, please contact the Bookings Secretary, otherwise you will be charged for the hire (with the exception of cancellation due to extreme weather). This applies to all hirers.

Please ensure that the hall is left clean and tidy and that the floor is hoovered or swept and all crockery and cutlery is washed and put away after your event. To keep costs down the hall is only cleaned once a week. The heating and lights must be switched off before you leave.

I have read and agree to the details on this form, and the standard/special conditions attached

Signed.....

Print Name..... Invoice to (if different).....

Organisation.....

Address.....

Phone no.....

Please copy this form for your own records and return it to:

Mrs. Janet Bunn, Booking Secretary, 3 Blyth Houses, Church Rd, Snape IP17 1SY

Tel: 01728 688599 email: snapevillagehallbookings@gmail.com

Keys to be collected from the Bookings Secretary and returned through the letter box at the end of hire unless otherwise agreed.

Please turn over

Snape Village Hall Hire Charges

These prices are inclusive of electricity costs.

Group A For or by Snape residents, although open to others	Regular groups offering leisure, educational, community or sport activities		
	Groups of under 20 people	£6.00 per hour	No deposit
	Groups of 20 people	£8.00 per hour	No deposit
	Local fundraising events	£6.00 per hour	
Group B	Private parties, including funerals	£25 per 4 hour session (half day)	£50 deposit
Group C	Weddings and Commercial lettings or business meetings e.g. craft fairs	£10.00 per hour	£50 deposit

We recognise that costs are important for small groups so half-hour intervals will be charged pro rata (e.g. one and a half hours for regular local groups would be £9.00)

The Committee room upstairs is charged at £3.00 per hour. Maximum number of people is 20 and any use of the kitchen is to be agreed in advance with the Bookings Secretary.

REQUIREMENTS FOR PUBLIC ENTERTAINMENT LICENCE

Capacity:	Seated at tables	110 with stage	120 without stage
	Dancing and tables	136 with stage	160 without stage
	Dancing only	220 with stage	240 without stage
	Closely seated	136 with stage	160 without stage

Attendants: 2 adults up to 100 people and 3 adults for 100 – 240 people

All events are to finish by 11.45 pm (10.30 pm on Sundays)

Snape Village Hall is non-smoking throughout and the use of smoke machines at discos is not allowed because it sets off the fire alarm.

Groups of Young People under 18 years must be supervised by a parent or guardian.

Snape Village Hall Management Committee:

Chair: Caroline Beach, 5 Squirrel Cottages, Cundle Green Lane, Snape IP17 1RE 01728 689136

Treasurer: Lynne Moore, 11 Andersons Way, Woodbridge, IP12 4EB 01394 809659

Please Read before you use the hall

HELPFUL INFORMATION FOR HIRERS

- The Kitchen is directly opposite the front door of the village hall.
- Toilets are to the right of the kitchen.
- To the left of the kitchen is the electric cupboard which also stores the hoover and brooms etc.
- The electric switches are clearly marked and you will need to switch the kitchen socket switch on in order to use the water boiler and fridge etc.
- The instructions for the water boiler are by the machine in the kitchen.
- The instructions for the heating are clearly marked in the cupboard. It is important that you do not turn off individual heaters but instead turn the thermostat down or alternatively turn the heating off completely using the instructions in the cupboard.
- The thermostat is situated half way down the hall on the left.
- Before you leave the hall please make sure you have swept or hoovered the floor and wiped the kitchen worktops.
- The bins are clearly marked for recycling, food waste, non-recycling and dirty tea towels for washing.
- **Please take any glass bottles home with you as unfortunately we do not have glass recycling at the hall.**
- **On leaving the hall please ensure the heating and all electric sockets are switched off.**
- **Please switch off all lights.**

Snape village hall is run by a team of volunteers who work hard to fundraise in order to provide the best facilities we can at the hall for all those who use it. This includes paying for the redecoration, curtains, tables, chairs, cutlery, crockery, new heaters, flooring, exterior signage etc. and all repairs.

Your support to keep the hall in good order is much appreciated.
Thank you.