HIRING AGREEMENT FOR
SNAPE VILLAGE HALL

√11/11/22

The Village Hall is run by volunteers. Please respect our community resource.

The Village Hall Management Committee agrees to permit the Hirer to use the Hall in accordance with the Conditions of Use, which are attached. **The Management Committee do not accept responsibility for any damage or theft to property.** Also attached are the hall hire charges, the permitted capacity and the attendants' requirements.

Hire Required: **Main Hall [√] or Committee Room upstairs [√] ? (Mark room requirements)**
(**Unfortunately the upstairs room does not have wheelchair access.** Capacity 20 people)

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 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……at ……time
- An invoice will be sent at the start of the following month for one-off bookings, regular hirers by agreement with Treasurer.
- **A damage deposit of £60 is required for private parties, weddings and commercial bookings, payable in advance, which will be refunded if there is no damage and the Hall is cleaned satisfactorily.** *(Cheques made to* **Snape Village Hall***)*
- **Those groups working with children and vulnerable adults will require their own up-to-date Safeguarding policies.**

HIRERS MUST, AT THE START OF EACH EVENT/MEETING POINT OUT ALL FIRE EXITS OF 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 BLU-TACK / 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 unforeseen circumstances).
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 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 Road, Snape, IP17 1SY (opposite the Hall)
Tel: 01728 688 599 email: snapevillagehallbookings@gmail.com

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

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SNAPE VILLAGE HALL: HIRE CHARGES

11/11/22

These prices are inclusive of electricity costs.

Group A		**Rate from**	**Refundable Damage deposit**
	Regular groups offering leisure, educational, community or sport activities	£10.00 per hour	No deposit
	Local fundraising events	price on request	No deposit
Group B (per 4-hour session)	Children's day parties Young people and Adults Parties	price on request	£60.00
Group C	Weddings – paid 7days in advance	£300 per day	£100.00
Group D	Commercial lettings or business meetings e.g. craft fairs	From £12 per hour	£60.00
Group E	Funeral wakes	£60 per 4 hours	No deposit
Group F	Elections	£250 per day	No deposit
Group F	Elections	price on request	

The Committee room upstairs is charged at £6.00 per hour for local groups and £8.00 for Business use. Maximum number of people is 20; and any use of the kitchen is to be agreed in advance with Bookings Secretary. Unfortunately, the upstairs room does not have wheelchair access.

REQUIREMENTS FOR PUBLIC ENTERTAINMENT LICENCE

Capacity:	Seated at tables	120 without stage	110 with stage
	Closely seated	160 without stage	136 with stage
	Dancing and tables	160 without stage	136 with stage
	Dancing only	240 without stage	220 with 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 NO SMOKING THROUGHOUT. Cigarette bins are at the front of the hall.
THE USE OF SMOKE MACHINES AT DISCOS IS NOT ALLOWED, AS 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 contacts:

Booking Secretary: Janet Bunn, 3 Blyth Houses, Church Road, Snape, IP17 1SY (opp. Hall) 01728 688 599

Treasurer: Liz Jarrett, 10 Pryor Close, Snape, IP17 1RA

Committee Secretary: Tina Talbot, 1 Church Road, IP17 1SZ (house to the left of Village Hall)

Acting Chair: Mary Wyllie, The Stables, Priory Road, Snape, IP17 1SD 01728 688 574

SNAPE VILLAGE HALL: CONDITIONS OF USE FOR HIRERS

30/5/21

Both front doors must be unlocked for all events
Hand sanitiser **must** be used on entry.
Only two people in the toilets at any one time.
Dishwasher to be used on short wash only.
Before you leave the Hall please make sure you have swept or hoovered the floor and wipe the kitchen worktops with Covid-19 spray.
The cupboard by the window stores the bins used for recycling and are clearly marked (to be emptied before leaving).
Bin for used tea bags and food under the sink to be emptied and washed out before you leave.
Please take any glass bottles home.
On leaving the Hall, please ensure the heating and all electric sockets are switched off.
Please switch off all lights.
Car park to be unlocked and locked on leaving.
Please leave the Hall as you would like to find it – clean and tidy!
No persons are permitted to sleep at the Village Hall, unless supervised by the Emergency Planning Team.

HELPFUL INFORMATION

- 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 brooms etc. The Hoover is at the bottom of the stairs.
- 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.

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.