

DENNINGTON JUBILEE VILLAGE HALL

THIS AGREEMENT is made on the DATE (1) and between the COMMITTEE (2) and the HIRER (3) named below whereby in consideration of the HIRING FEE (8) THE COMMITTEE agrees to permit the HIRER to use the PREMISES (5) for the PURPOSE (6) and for the PERIOD (7) as described below.

1. **DATE**

2. **DENNINGTON VILLAGE HALL MANAGEMENT COMMITTEE**

Authorized Representative; Binkie Andrews Tel No; 01728 638813 Email; denningtonvillagehall@gmail.com

3. **HIRER**

a) Organization (if applicable)

b) Organization's authorised representative or individual hirer.....

Address

..... Tel No.....

Email Address.....

4. **ALCOHOL**

- c) Are Bar facilities required (Not on Sundays) **YES/NO** Please circle requirements
- d) Hirer seeks to bring own alcohol & drinks **YES/NO** N.B. Please discuss with the Booking Manager
- e) Normal closing time is 11pm . (Bar not available Sundays or Christmas Day)

5. **PREMISES** Village Hall and / or meeting room (Please specify).....

6. **PURPOSE** (Please specify)

7. **PERIOD** (Please specify) Date(s)

Hours

Please note that the hire of the Hall facilities does not include usage of the adjacent Sports Field. That comes under the jurisdiction of the Dennington Sports Club. Any enquiries should be directed to the Hall Booking Manager.

8. **HIRE FEES**

Village Hall £.....

Bar Charge £..... (Corkage - min £50 charge where hirer brings own alcohol/drinks- final amount to be agreed)
All bottles brought by the hirer must be removed from the premises by the hirer on leaving.

Total due £..... (the full amount to be paid immediately prior to the event by cash or cheque (made out to Dennington Village Hall) to Binkie Andrews, or by bank transfer. Bank details below.

Deposit £..... (to be paid on completion of booking – Please note the deposit is **NOT** deducted from the final payment. Within one week of the end of the function, the deposit will be returned to you in full if no deductions are required. Please see below for further details on how the deposit system works.)

The Full hire fee is due for payment before the commencement of the event for which the Hall is hired.

Details regarding Deposits

A deposit of £30 (or as listed below) is required to secure the date of hire on completion in booking.

Villagers Weddings/Parties deposit	£100.00
Non – Villagers Weddings/Party deposit	£150.00

- In the event of cancellation, the £30 deposit (or in the case of a wedding/party booking, an equivalent of 30% of what would have been the total cost of the function) will be retained.
- All hirers should leave the Hall and it's grounds in a clean, tidy and uncluttered condition and the floor swept.
- All rubbish including food waste and bottles should be placed in the Hall bins provided (behind the changing rooms). However, if the bins are full /filled up, any additional bags must be removed from the premises.
- Where the hirer has provided their own alcohol (with a corkage agreement), all the associated bottles should be removed from the property by the hirer and should not be placed in the Hall bins.
- Any extra cleaning costs will be deducted from the damage deposit.
- The hirer of the Hall, whether an individual or an organisation, is to be held responsible for damage to the hall and property during the preparation of, and duration of the hire.
- The cost of any damage will be billed to the hirer, less the paid deposit.
- All electrical appliances and lighting to be checked and turned off, on vacating the hall.
- All electrical equipment, including extension leads, taken into the hall must have a valid PAT test certificate.
- All public functions and private functions must end at 11.30 and the hall vacated by 12.00 unless previously agreed.
- The hirer agrees to comply with the Conditions of Hire including any imposed by Mid Suffolk District Council and take all reasonable precautions for the safety of the public and performers.

Bank details for deposit and payment transfers to the Village Hall

The hall bank details are; Dennington Village Hall, **Sort code;** 20-98-07, **Account no;** 30318663

Reference; Please use your booking name as the reference for your payment.

Please note down your own bank details here if you wish us to transfer the deposit back to you on completion of the event.

Name;..... **Sort code;**..... **Acc no;**.....

***Car Park Barrier;** the car park has a barrier set at 2.3 metres high. If you wish to bring in a vehicle exceeding this height, it will need to be coordinated so that the barrier can be raised as necessary. Please contact the Booking Manager.*

Thank you for hiring the Village Hall and please let us know if you experience any problems.

Please copy or scan this signed document and forward it to the Booking Manager at denningtonvillagehall@gmail.com