

DENNINGTON JUBILEE VILLAGE HALL: HIRE AGREEMENT

THIS AGREEMENT is made on the DATE below between the DENNINGTON VILLAGE HALL MANAGEMENT COMMITTEE and the HIRER named below whereby in consideration of the HIRE FEES, THE COMMITTEE agrees to permit the HIRER to use the PREMISES for the PURPOSE and for the PERIOD as described below.

DATE HALL REQUIRED.....

DENNINGTON VILLAGE HALL MANAGEMENT COMMITTEE

Authorized Representative: Vashti Mouncer
Tel No: 07506 868240 / Email: denningtonvillagehall@gmail.com

DETAILS OF HIRER

Organization (if applicable).....

Or

Organization’s authorised representative / individual hirer.....

Address.....

.....

Tel No..... Email.....

BAR FACILITIES (please circle requirements)

Are bar facilities required? YES / NO

If not required, are you seeking to supply your own alcohol/drinks? YES / NO

Last orders are at 10.45. Corkage rates are from £100 per event for hirers wishing to provide their own alcohol. In this event, a village hall Trustee or nominee is required to be present during the evening, by the terms of our licence. All bottles brought by the hirer must be removed from the premises by the hirer on leaving.

ROOMS REQUIRED FOR HIRE (please circle requirements)

Main room YES / NO

Meeting room YES / NO

Kitchen YES / NO

All fees include heating. The kitchen can be used free of charge for making tea and coffee, but a charge will be made for other use. Please provide your own tea towels if you are using the kitchen facilities. 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.

PURPOSE OF HIRE (please specify).....

TIME/DATE REQUIRED.....

HIRE FEES

Village Hall £.....

Deposit/corkage £.....

Total due £.....

DEPOSITS AND HIRE CHARGES

The deposit must be paid immediately to secure the booking; the full amount of the hire must be paid at least two weeks before the hire period. Please note the deposit is NOT deducted from the full payment. Within one week of the completion of the hire the deposit will be returned you in full if no deductions are required.

A refundable **deposit of £30** will be charged depending on the function for standard hires.

A refundable **deposit of £150-£200** will be charged for parties and wedding events.

Deposits are fully refundable if facilities are left clean, tidy and damage free otherwise extra charges may be applied. 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.

The deposit and hire charge can be paid by BACS to Dennington Village Hall, sort code: 20-98-07, account no: 30318663 or by cheque payable to Dennington Village Hall and sent to Vashti Mouncer at The Neathouse, Old Post Office, Framlingham Road, Dennington, IP13 8DD.

Please use the invoice number and 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.....

TERMS AND CONDITIONS OF HIRE

- All hirers should leave the Hall and its grounds in a clean, tidy and uncluttered condition and the floor swept.
- Chairs need to be replaced in the storeroom provided neatly stacked in sixes; an **additional charge of £20** will be made if chairs are not put back properly after use.
- All rubbish, including food waste and bottles, should be placed in the Hall bins provided (behind the bar area). 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 incurred will be deducted from the damage deposit. If wedding or party hosts would prefer the hall to organise cleaners on their behalf, an **additional fee of £100** will be applied.
- 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 additional 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 and take all reasonable precautions for the safety of the public and any performers.

Please copy or scan this signed document and forward it to the Booking Manager at denningtonvillagehall@gmail.com or send/deliver by hand to Vashti Mouncer at The Neathouse, Old Post Office, Framlingham Road, Dennington, IP13 8DD