

RAYNE VILLAGE HALL & PLAYING FIELD COMMITTEE

Rayne Village Hall, Oak Meadow, Rayne, Essex, CM77 6TX

Registered Charity **No. 301382**

CHAIRPERSON

Mr Mike Bamford
11 Hance Lane
RAYNE
CM77 6TH

SECRETARY

Tracy Dome
20 Smithsfield
Rayne
CM77 6BX

TREASURER

Tony Dome
20 Smithsfield
RAYNE
CM77 6BX

BOOKING OFFICER

Christy Bamford
07847 764753
9.30-18.30 Mon-Sat
ONLY

HIRING AGREEMENT

THIS AGREEMENT INCLUDING CONDITIONS OF HIRE is made on the day (1) between the COMMITTEE (2) and the HIRER (3) named below in consideration of the sum(s) mentioned (5).

THE COMMITTEE agrees to permit the HIRER to use the premises for the function (6) and for the period(s) described below (4): -

(1) **DATE OF SIGNING THIS AGREEMENT:** - (today's date)

(2) **RAYNE VILLAGE HALL MANAGEMENT COMMITTEE**

(a) Authorised Representative CHRISTY BAMFORD
Address 11 Hance Lane, Rayne,
 Braintree, Essex, CM776TH
Telephone Number 07847 764753

See terms and conditions (2) for key arrangements

(3) **HIRER**

(a) Name

(b) Organisation (if applicable).....

(c) Are you the Authorised Representative? YES/NO

In what capacity?

Address

Telephone Number

E-mail address.....

I do not wish to be contacted regarding details of future events.....

(4) **PERIOD OF HIRING**

Date

Hours: From To..... **NO ACCESS OUT OF THESE HOURS**

Numbers expected to attend..... **Maximum Capacity – 120 persons**

(5) **HIRING FEES**

Please indicate what facilities are required

The kitchen area, a fridge freezer and kettle/urn are included in the hire charge as are tables and chairs.

Number	Items to be hired	Cost	Tick
1	Bar Facilities: - Fridge, Freezer, Dishwasher, Glasses, Wine Chiller Or if outside bar change to £100	£30.00	
2	Catering Facilities: - Fridge, Freezer, Dishwasher, Cooker, Hot Cupboard, Crockery and Cutlery	£30.00	
3	All of the above	£50.00	
4	Public Address System (large PA system)	£40.00	
5	Hall hire hours at £...20..... Per hour	£	
6	£5 Music surcharge to be added-to allow music to be played during your event-charges cover costs for PRS and PPL licences we obtain to play music in the hall-even background music.	£5	
7	If Payment is by BACS we need a reference of hire date and surname (Bacs details must be requested)		
8	TOTAL TO PAY	£	
PAYMENT METHOD PLEASE CIRCLE: CASH CHEQUE TRANSFER			

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A Deposit of £150 (usually a cheque, which is not cashed, unless damage-which also incurs an admin fee of £25) against loss, damage, breakage or extra cleaning is required, returnable after a hall inspection in accordance with 'Conditions of Hire' document attached. Usually paid by cheque although we can accept cash when keys are collected. Return of cash must be arranged at a mutually agreeable time convenient to hirer and booking clerk. If deposit is kept, an invoice of deductions from the £150 will be sent plus if applicable an outstanding balance.

(6) FUNCTION

Type of function (specify age if for birthday).....

(a) Will attendance be by Invitation only?..... YES/NO

(b) Will a charge be made for Admission? YES/NO

(7) MUSIC

(a) If applicable, please state name and address of Group / Band / Disco:

.....

To allow music in our hall you must pay the £5 music surcharge to cover PRS and PPL licences.

(b) Will there be music played at the event..... YES/NO

(8) D.P.S. (IT IS A LEGAL REQUIREMENT TO COMPLETE THIS SECTION.)

(a) In accordance with the **Licensing Act 2003, Effective 24 November 2005**, the availability of alcohol must be authorised by the **Designated Premises Supervisor**, Mr Mike Bamford. To discuss your requirements for the presence of alcohol, please contact him on e-mail M-Bamford1@sky.com; Or 07847 764753

Contact must be made regardless of whether alcohol will or will not be present to validate this agreement.

PLEASE STATE THE DATE OF CONTACT WITH D.P.S.

Will alcohol be present at event..... **YES/NO**

If alcohol will be present please answer the following

(c) Alcohol will be present but not sold **YES/NO**

(d) Alcohol will be sold at a bar run by D.P.S. - **Cost of £30** **YES/NO**

(e) Local Fundraising group name **YES/NO**

(f) Alcohol will be sold by way of outside bar - **Cost of £100**..... **YES/NO**

The Persons running the bar are: name and license number.....

Must be approved by D.P.S.

Payment for the bar can be added to the first page by ticking bar facilities and added to total

(9) CANCELLATION CHARGES:

Bookings cancelled with:

Less than 45 days notice No refund of Hiring Fee will be made.

46-90 days notice 50% of the Hiring Fee will be refunded.

Before 91 days or earlier notice A full refund minus a £25 admin fee.

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CONDITIONS OF HIRE

1. Any duly authorised member of the Village Hall Committee and the Designated Premises Supervisor, may gain entry to the premises during any function subject to this Hiring.
2. **The HIRER must contact the person named at (2) above at least two days in advance of the function to arrange key collection and return.**
3. The hirer should inspect the premises at the commencement of the hire period and report any major defects found to any officer of the management committee (these are shown at top of this agreement) immediately.
4. **The HIRER shall be responsible for:**
 - (a) Supervision of the premises;
 - (b) Proper care of the premises, its contents, fixtures and fittings;
 - (c) The behaviour of all persons using the premises;
 - (d) Adequate supervision of car parking, especially the avoidance of obstruction to the entrance onto the public highway or overflow car park.
 - (e) **The cessation of music must be by 11.30pm - loss of deposit if after this time.**
 - (f) The hirer shall ensure that the Village Hall holds relevant licenses under Performing Right Society and Phonographic Performance License. Commercial or profit making hirers should obtain their own licenses, where necessary, **BEFORE using the hall and send a copy of the licenses to the booking secretary to confirm these have been obtained.** If other licenses are required in respect of any activity in the village hall the hirer should ensure they hold the relevant license or the hall holds it.
 - (g) **The hall being cleaned up and vacated by the end of the period of hire, as stipulated under period of hiring. Please ensure the hall is left tidy and as you found it.**
5. The HIRER shall not sub-let or use the premises:
 - (a) For any purpose other than that specified under type of function;
 - (b) For any unlawful purpose;
 - (c) In any unlawful manner;
 - (d) For any purpose which could endanger the safety of other persons.
6. The HIRER shall ensure that the **Fire Exit signs are lit and the doors are not blocked** during the time the hall is occupied.
7. The HIRER is responsible for ensuring that the Boiler/Central Heating controls are in no way interfered with. **CARE SHOULD BE TAKEN WHEN RADIATORS ARE HOT. The heating system is controlled by wifi and should you require a change to the temperature please call/text 07847 764753 to arrange**
8. **The HIRER shall reimburse the Village Hall Committee for:**
 - (a) **The cost of repairing damage, breakages, or extra cleaning to the premises, or its contents including fixtures and fittings;**
 - (b) **The loss or unauthorised removal of any item of property belonging to the Village Hall or in its custody;**
 - (c) **Loss of revenue in the event of the premises being rendered temporarily unfit for public use; directly or indirectly resulting from this. Hiring Costs will be deducted from your returned deposit**
9. The HIRER agrees that the Committee shall have the right to cancel or curtail this booking at any time:
 - (a) If the Hall is required for use in any National Emergency or for any purposes considered by the Committee to be of major importance;
 - (b) If the Committee consider that the Hiring would not be in the interests of good management.

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10. **Before the end of the period of hire the HIRER shall be responsible for:**

- (a) Leaving the Hall in a clean and tidy condition.
 - Ensuring the Kitchen has been cleaned and the floor swept.
 - Sweeping the Hall floor and cleaning up any liquid spillages.
 - Wiping table surfaces before putting back on the trolley in the correct way(all facing same way).
 - Leaving the toilets in a reasonable state and if anyone has been sick it has been cleaned up.
 - If using the Kitchen facilities, cleaning of the kitchen equipment to a reasonable standard.
 - Leaving the Car Park and surrounding including entrance way areas tidy.
- (b) **Returning chairs using the red trollies provided to the location when you first entered the Hall, and replacing tables sideways – SAFELY - on the trollies provided.**
Replace as shown in picture on wall. DO NOT BLOCK DOOR TO RIGHT OF STAGE
- (c) The **immediate** removal of all equipment, drinks, food and miscellaneous items, including surplus goods from Jumble Sales and the like, brought onto the premises for the hire period;
- (d) Ensuring that all lights are switched off, nobody is left on the premises and all **doors and windows are secured.**

Mop & bucket, brooms, brushes and dustpans can be found in the corner cupboard in the lobby, (this cupboard is not locked-only a small bolt at the top of the door on the left).

IF UPON INSPECTION OF THE PREMISES FOLLOWING THE HIRE ANY OF THE ABOVE REQUIREMENTS HAVE NOT BEEN CARRIED OUT, YOU WILL INCUR A £25 FINE AND THEN WE WILL ALSO DEDUCT £25 PER EXTRA CLEANING HOUR FROM YOUR DEPOSIT.

ANY QUERIES RELATING TO THE HIRER’S UNDERSTANDING OF THESE CONDITIONS SHOULD BE REFERRED TO THE PERSON NAMED IN (2) ABOVE.

THE HIRER ACKNOWLEDGES RECEIPT OF AND AGREES to observe and perform the provisions and stipulations contained or referred to in this Hiring Agreement

Signed by the persons named at 3(a) above on behalf of the organisation named at (3)(b)

..... Date.....

Signed by booking clerk the person named at (2) above on behalf of the Village Hall Management Committee to confirm booking.

..... Date.....

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A DEFINITE BOOKING CANNOT BE CONFIRMED UNLESS THIS AGREEMENT IS DULY SIGNED AND FULL PAYMENT, TOGETHER WITH POST DATED DEPOSIT CHEQUE ARE RECEIVED.

******GDPR policy****** Rayne Village Hall uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall, staff employment and its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the hall Secretary.

PLEASE MAKE CHEQUES PAYABLE TO "RAYNE VILLAGE HALL"

Please enclose a stamped, addressed envelope to return your deposit cheque, otherwise it will be shredded. This helps keep costs down and helps not to waste paper.

Hiring Form Checklist

Number	Item	Tick
1	Email Designated Premises Supervisor about alcohol	
2	Forms filled out correctly	
3	Include cheque for deposit (£150) along with SAE	
4	Include cheque/Cash for hire amount	

If we do not have forms, payment and deposit all together, we can not guarantee your hire. All three are needed to confirm your booking.

Return forms to:- 11 Hance Lane, Rayne, Essex. CM77 6TH
within two weeks to confirm booking.

THANK YOU FOR YOUR BOOKING.