

ALDFORD VILLAGE HALL

Hire Agreement (Registered Charity No 1064872)



DATE OF HIRE:

A completed booking form is required to ensure that the hire is covered by the Aldford Village Hall Public Liability Insurance Policy

Name of Hirer/Person/Organisation:

Address:

Email:

Contact Number:

Will Music be played?

Live/Amplified/Disco/Other?

Any 3rd party providers? (Bouncy Castle/Disco etc?)

As we only have one large Main Hall and Kitchen, we hire the whole space out together so all can be utilised with the exception of the Snooker Room. Below is a list of items that can be used by the hirer which are included in the Hire Costs. In addition to this we have a fully stocked crockery and cooking utensil selection which can be hired on request

Cups & Saucers (up to 100)

Tea Spoons (up to 80)

Side Plates (Up to 100)

Glass Jugs (up to 8)

Milk Jugs (Up to 7)

Sugar Bowls (Up to 9)

Oven (See Pg 2)

Fridge

Kettle

Water Boiler

Double Fridge

Chairs (Up to 100)

Trestle Tables (14)

Round Tables (10)

Square Brown Tables (13)

Time of Arrival:

Period of Hire (Hrs)

Type of Function: Personal or Private)

**Number of Attendees:
(This must not exceed 100)**

CONFIRMATION OF HIRE COSTS

Thank you for Hiring the Village Hall. One of the Committee will meet you on the day as you arrive to demonstrate how everything works and to ensure that all is in place for your event.

Hire Cost for Business:	£20.00 per hour
Hire Cost for Personal:	£20.00 per hour
Hire Cost for Aldford Residents:	£15.00 per hour

How to Pay (Payment required at latest one week before your event takes place)

Bank Details:	Aldford Village Hall Management Committee Account Number: 70266701 Sort Code: 09-01-56
Extra Details	It would be appreciated if you can use your Surname and Date of Event as your payment reference
Additional Costs	Should you wish to use the Oven then please do bring oven trays and foil to ensure no spillages. Any food residues and cleaning will incur a charge of £75.00

For any enquiries please direct them to either Catherine Travers on 07896 486894 (cathtravers@btinternet.com) or Helen Gornall on 07398 160617 (gornall.helen@hotmail.co.uk)

CONDITIONS OF HIRE

The Hirer	Shall during the period of hire be responsible for the supervision of the premises, the fabric of the building, the contents and the behaviour of all persons using the premises
The Hirer	Shall be responsible for ensuring that everyone leaving the premises does so in a quiet manner by midnight latest so as not to cause disturbance to neighbours close by
The Hirer	Shall not sub-let nor use the premises for any unlawful or immoral purposes nor allow consumption of alcohol without prior written agreement of the Committee
The Hirer	Shall be responsible for obtaining licences that may be needed whether for the sale of alcohol/performing rights society or PRL as appropriate.. A copy of this licence should be submitted to us in plenty of time prior to the event to indemnify the venue against the consequences of the Hirer's failure to do so
The Hirer	Shall seek the prior consent of the Committee before making an application for a Temporary Events Notice (TENS), the Committee reserves the right to refuse acceptance of a booking where a TENS is necessary
The Hirer	Shall ensure that they hold appropriate public liability cover for the events that they organise. AVHMC shall not be responsible for any liability claims during this period
The Hirer	Shall not exceed the maximum capacity of 100 guests
The Hirer	Shall ensure that neither Smoking nor Vaping is permitted in the Building
The Hirer	Shall be responsible for leaving the premises and surrounding area clean, tidy and securely locked. All lighting, heating and hot water should be switched off on the kitchen control. All rubbish must be removed from site and suitably disposed of by the hirer. An additional charge will be made should the premises be left in an unsatisfactory condition

The Committee	Reserve the right to cancel the hiring in the event of the Hall being required for use as a Polling Station, for a Parliamentary or Local Government election or By Election in which case a full refund will be given for any monies paid.in advance
The Committee	Will give the hirer 14 days notice of cancellation by the Committe
The Committee	Shall reserve the right to terminate the hiring at any time for reasons outside the control of the Committee and return any monies owed to the Hirer
The Committee	Ask that all non regular Hirers settle the Pro forma Invoice for Hire one week in advance of the booking
The Committee	Shall require all regular users to settle outstanding accounts within 7 days of invoice
The Committee	Shall ensure that there is a First Aid Kit available in the Kitchen, to be located in the Wall Cupboard on the right sie of the kitchen as you walk in. Any accidents must be reported to a member of the Committee within 24 hours
The Committee	Will ensure that hirers are aware of Fire Exits, Assembly Points, location of Fire Fighting equipment, Emergency Numbers as well as a First Aid Kit & Defibrillator
The Committee	Will ensure that the Hall is sufficiently warm for your arrival and that all tables and chairs are set out as per your requests to facilitate your event where we can. The Committee politely requests that you put these back in the same arrangemts as you found them and away from radiators to prevent damage

Please sign and date here to confirm that you have understood and accepted

Conditions of Hire in order to proceed: