

## APPLICATION FOR HIRE OF ROTHERFIELD VILLAGE HALL (“THE HALL”)

To: The Management Committee (“The Committee”)	
I/We hereby make application to hire The Hall on:	
Day	Date
From: _____ am/pm	To: _____ am/pm
For the purpose of:	

I/We acknowledge that the times reserved are inclusive of preparation before and clearance after the function or other activities. No Hirer of The Hall may work or start preparations before the time they have booked.

**For Saturday evening bookings, one hour, free of charge between 9am till 10am, is permitted on Sunday mornings for clearing up The Hall. Hirers must vacate by 10.00am. If The Hall is booked on the Sunday morning, clearing up time will not be allowed. Please tick the box if required. This will be confirmed once form is received back.**

I/We require the following facilities: (please tick those required)				
Main Hall & Kitchen	Parish Council Room	Green Room	Public Address System	Sunday morning Clean-up

**In order to sell alcohol in the Hall** a Temporary Event Notice (TEN) must be given to the Licensing Authority (Wealden District Council). There is a limit on the number of TENs which can be granted annually for any premises therefore **the Hirer shall obtain the written consent of the Management Committee** on the form provided for this purpose before giving the Licensing Authority a Temporary Event Notice. Failure to do so will result in cancellation of the hiring without compensation. Forms to request consent can be obtained from the Booking Secretary.

When there is Music and/or Dancing and when alcohol is on the premises, a **deposit of £100, which will be banked**, must be RECEIVED by the Booking Secretary at least 4 WEEKS PRIOR TO THE EVENT. A further deposit of £50 will be charged if the PA system is used. Deposits will be refunded subject to there being no damage to The Hall or contents during the letting and no extra payment being due as below.

You will be invoiced in advance and the invoice must be paid at least **4 weeks before the event** – half the booking fee will be retained if the event is cancelled within the last 4 weeks of the booking date.

I/We agree to pay the Booking Fee in advance when invoiced and to observe and perform all of the Conditions of Hire set out overleaf.

Payment must be made for all breakages of crockery or loss of cutlery, and a charge of £10 will be levied if the HEATING is left on, £5 if any LIGHTS are not extinguished and £100 if the Hall is left unsecured or if internal fire doors are left open after the use of The Hall.

An extra charge for cleaning may be levied to the Hirer if the premises are left in an unreasonable condition. Any LIQUID spilt on The Hall floor must be wiped up IMMEDIATELY. Hirers are requested not to wash the floor, only to sweep it.

**Keys:** For bookings Monday – Friday 8am – 5pm please collect from Kennedy Bros, Service Reception, Rotherfield. Tel: 01892 852286. Bookings Monday – Friday after 5pm, Weekends & Bank Holidays key to be collected from Key-Safe (code will be given to hirer – the code must NOT be passed on under any circumstances). The keys must be collected within 15 minutes of commencement of booking time and returned within 15 minutes of the termination of the booking.

*One copy of this form to be sent to the Booking Secretary: Mrs V Lewis, 78 Bridger Way, Crowborough, TN6 2XE.*

***All bookings are provisional until this form is received by the Booking Secretary.***

NAME:	
ADDRESS	
POST CODE	TELEPHONE NO.
SIGNATURE:	DATE
OFFICE HELD:	

**Please see our Conditions of Hire overleaf and the attached Standard Conditions of Hire**

# APPLICATION FOR HIRE OF ROTHERFIELD VILLAGE HALL (“THE HALL”)

## Conditions of Hire

All applications for use of the Hall shall be made on this form and lodged with the Booking Secretary. The Committee at its absolute discretion shall be entitled to reject any application or refuse admission to the Hall to any individual without assigning any reason to such rejection or refusal. All bookings are subject to confirmation by the Booking Secretary and to payment of the appropriate fees (including special deposits for music & dancing & sale of alcohol) as published from time to time by the Committee. No bookings will be accepted from any person under the age of 18 years of age. Written notice of cancellation of bookings will be accepted if received not later than 28 days before the reserved date. After this time all booking fees will be forfeited in full.

### Responsibility

The person or organisation entering into a hire agreement shall be fully responsible for its proper and legal and orderly use of the Hall and for leaving the premises clean and tidy and safely secured at the conclusion of the hire. All electrical lighting and appliances shall be switched off. Any loss or damage to the Hall, its fixtures, fittings and contents, must be reported immediately to the Booking Secretary, and hirers indemnify the Committee for the cost of repair or replacement thereof. Any equipment left on the premises by regular hirers shall be stored in its designated storage space, and all doors and cupboards properly secured, at the sole risk of the hirer. No equipment or fittings, the property of the Village Hall, may be taken out of the building.

### Music, Singing & Dancing

The Hall is licensed for music, signing and dancing and other similar public entertainment but the maximum number of persons allowed in the Main Hall on each occasion is limited as follows: -

Stage shows closely seated: 250. Dances or receptions with chair and table seating: 170. Wheel chairs: 3 only.

### Sale of Alcohol/Beverages

Appropriate licences must be obtained for the sale of intoxicating liquor and prior notice of such sales must be given to the Booking Secretary.

The licence must be displayed at the function for which it was obtained.

### Statutory Obligation

Hirers shall ensure that no activity is permitted on the premises in breach of the Betting & Gaming Act, Performing Rights and other copyright legislation and any other statutory controls for the time being in force.

### Safety Regulations

All statutory or local regulations and rules for public safety must be strictly observed by hirers and fire and safety equipment must not be misused or removed from its designated location. Fire and other exits must not be obstructed. Illuminated fire exit signs must be on for all public entertainment.

It is the responsibility of the Hirer to ensure compliance with all Food Hygiene and Health and Safety regulations and to ensure that adequate safeguards are in place to protect the well – being of the disabled, children and vulnerable adults.

### Fixtures and Fittings

No interference shall be made to fittings and arrangements (and no extension for special lights or other appliances shall be made without prior written consent of the Committee). No bolts, tacks, screws etc. shall be driven into any part of the fabric of the Hall, its stage or other fixtures. No decorations, placards, or posters shall be attached in such a way as to damage or deface the Hall. Use hooks provided. No crystals, powder, or other substance shall be applied to the floors.

### Animals

No animals shall be admitted to the Hall without prior written consent of the Committee, except Guide Dogs.

### Car Parking

Any letting of the Hall shall include use of the car parking facilities but without any priority over other users of the Hall and Recreation Ground adjoining. Cars must be parked so as not to cause obstruction, and noise kept to a minimum. The Committee accept no responsibility for vehicles (or their contents), which are parked at the risk of the owners.

### No Assignment or Sub-Letting

This Hire Contract may not be assigned to any Third Party nor may the hirer sub-let their facilities in part or whole thereof.

### Right of Access

Any officer of the Committee or any Police or Fire Fighter shall be granted access to the Hall at all times and for any purpose.

### Force Majeur

The Committee shall have no liability to the hirer on any account whatsoever in the event that the Hall shall not be available in part or in whole on any designated date, or if any function or activity shall be delayed due to act of God, breakdown of machinery, failure of supply of electricity, gas, water, or storm, tempest, flood, fire, or any other occurrence beyond the direct control of the Committee.

### Injury, Loss or Damage to Persons or Property

The Committee shall have no liability for any injury, loss or damage, howsoever caused to any person or property arising during or as a result of any functions or other activities, the subject matter of this Hire Contract, and the hirer shall indemnify the Committee against all such claims without reservation.

### No Variation

These conditions of hire shall prevail in any contract for the hire of the Hall, and no variation thereof shall be permitted, without prior written consent of the Chairman or Secretary of the Committee.

Any serious breach of these conditions shall entitle an officer of the Committee to take such steps as are necessary to rectify the same, including termination of the function or activity, and the vacation of the Hall by all persons for whom the hirer is responsible.

### Smoking

Under the new law of 1<sup>st</sup> July 2007 all smoking is strictly prohibited inside the hall, any such activity is liable for a penalty charge.