

Stinchcombe Village Hall Hire Contract

Name:

Address:

Postcode:

Telephone:

e-mail:

Purpose of Hire:

Temporary Licence needed? Yes/No

(If required this must be seen before date of hire)

Day and Date:

Start of Hire Period:

End of Hire Period:

Your 'Hire Time' must allow for preparation and clearing up.

Approx. No. of people:

Room required (please tick) -

Main Hall Committee Room Upstairs

**Hire payment to be made by BACS TO
CODE 40-14-18, ACCOUNT 41674595**

**Damages Deposit by BACS or cheque payable to
STINCHCOMBE VILLAGE HALL**

sent to the address below together with signed Booking Form.

**Please use name of hirer, date of hire and FEE with DEPOSIT as
a reference and include Bank details below if paid by BACS**

Name

Sort Code

A/c No.

I agree to the hiring conditions

Signed

Date

Please send the completed form and any cheques within 14 days to:

Margaret Wannell

The Gables, Taits Hill Road, Stinchcombe, Dursley, GL11 6PR

Stinchcombe Village Hall

Reg. Charity 270121

www.stinchcombehall.org.uk

Facebook page - Stinchcombe Village Hall

Post Code GL11 6AW



Village Hall Contacts:

Margaret Wannell – Bookings

The Gables
Taits Hill Road
Stinchcombe
GL11 6PR

Tel: 01453 546200

or stinchcombehall@hotmail.com

HALL FACILITIES

The Main Hall is double glazed throughout with a double door opening onto a Patio area (available on request) with lawn overlooking the cricket square. It has a new large kitchen with cooker, microwave, water urn, fridge/freezer, dishwasher, cutlery and crockery etc. The Kitchen has a serving hatch and is adjacent to the Main Hall. One of the features of the Hall is a beautiful African hardwood floor which makes it ideal for parties and functions. A speaker system with hearing loop and screen is available on request for meetings, etc. There is a large stage, disabled toilet and baby-changing facility. It is well equipped with tables and chairs. Heating is controlled remotely.

The new Upstairs Room is also available for hire and has a toilet and kitchenette with fridge, seats around 50.

Additionally **the Committee Room** is also available and suitable for small meetings, etc. It has a separate access, toilet and kitchenette plus fridge and microwave.

The building is situated within its own large Car Park with an extended area available on request for large bookings. CCTV is installed for security and there is also a defibrillator.

Main Hall is 16mx10m plus large stage, seats around 100 and is licensed for up to 200.

Upstairs Room is 7mx10m

Committee Room is 9m x 6m and seats around 24 comfortably.

There are no bar facilities in the hall and hirers wishing to have a bar must obtain a Temporary Licence before the

event. Confirmation and a copy of the Licence must be given to the Booking Officer in this event.

The Hall carries no Endowments and has to be self-supporting financially. Changing social conditions have lead to changes in the use of the Hall and there is a need for continuing voluntary help. Improvements are continually being made to the Hall and recently we have undertaken an extension project providing a much larger and improved kitchen, larger store and further room upstairs, acoustic insulation has also been installed

CURRENT HIRE CHARGES:

(One-off charge rates below – Full Day, Commercial and Multiple hiring rates available on request.)

Main Hall

Friday and Saturday evenings (6pm - midnight) £130
£17.50/hour at all other times

Upstairs Room

£14/hour

Committee Room

£10.000/hour

Damages Deposit (see Conditions):

Friday and Saturday evenings £125
All other times £100

The full amount is required from users before the event

Cancellation Charge (see Conditions) £50

BOOKING CONDITIONS

1. Confirmation of a booking needs to be received **within 14 days**. Your booking is not secured until we have the full amount.
2. The hirer must be over 21 years old and be present at the hall throughout the hire period.
3. A returnable sum (**sae required for return of cheques**) of **£100 (£125 for Friday and Saturday evenings)** is payable against damage to the hall and fittings or breaking of these conditions. This sum will be refunded after 7 days if:
 - The hall is vacated promptly at the end of the hire period.
 - The hall is left in a clean condition by the hirer for use in the next session and all rubbish is taken away.
 - The hirer secures all locks on the doors including the security bolts on the main entrance doors, French and side doors and ensures that all windows are closed and lights turned off.
 - There is no damage to fixtures or fittings at the hall premises.
4. A cancellation fee of **£50** is charged where cancellations are made less than two weeks prior to the event.
5. Any damage to the hall or property is to be the financial responsibility of the hirer and should be reported to the key holder when the key is returned. The Committee shall commission any repairs and service the account to the hirer.
6. The Hall Committee will not be held responsible for any loss or damage on the hall premises or car park or any third party claim arising in any way from the use of the hall by the hirer.
7. No fixing to the walls by nails, pins, adhesive tape or tac (except on the notice board) . There are hooks provided for bunting, etc.

No changes to any electrical equipment is permitted. No aerosols, smoke or bubble machines or fireworks are to be used and streamers are discouraged for cleaning reasons. No alterations shall be made to electrical circuits or fittings including heaters.

8. The use of bouncy castles is not permitted.

9. The hirer shall ensure that no illegal activities take place on the premises.
10. The Village Hall does not hold a TV Licence and, therefore, viewing or recording of any TV on any devices is not allowed.
11. Any alcohol consumed/brought onto the premises shall only be in accordance with and under the provisions of a Licence granted by the Licensing Justices. This applies to alcohol SOLD on the premises via. a bar. Drinks given to guests at a wedding or other reception does not need a Licence.
12. The hirer will be responsible for the actions of all persons present at the hall throughout the hire period.
13. The hirer shall be aware of and enforce all Health and Safety and Fire Regulations, especially ensuring that all fire exits and extinguishers are kept clear of obstructions at all times. The hirer is responsible for assisting disabled persons and other users in the evacuation of the hall via emergency exits in case of any emergency. All Regulations are in the folder by the side of the stage.
14. The hirer must ensure that all articles and equipment brought onto the premises during the hire period comply with Safety Standards and Regulations. Any electrical goods must be PAT tested.
15. Entertainment shall be permitted from 9am to 11.30pm Monday to Saturday, under the terms of the Public Entertainments Licence. Music and drinking to cease at 11.30pm and premises to be vacated by midnight.
16. The maximum number of people permitted under this Licence is 200.

17. The hirer must ensure that all waste generated is removed from the site, all lights/taps must be turned off and windows/doors secured on vacation of the premises.

18. This contract is for use of the Village Hall and its' premises only - the adjacent Rugby field must not be used.