

GREAT ALNE & KINWARTON MEMORIAL HALL

Charity Commission Reg No 522931

HIRE AGREEMENT

Conditions of Hire Attached – Please retain for your own record

Please complete this form and return it IMMEDIATELY with your deposit to the Bookings Secretary
Peter Harris, 10 Appleby Close, Great Alne, Alcester, Warwickshire B49 6HJ
Email: gakmemorialhall@gmail.com Tel: 0845 257 4881

Hirer's Name	Phone No
Address	Email
Function/Event	Alternative contact (In case we need to make contact after the event – eg weddings)
Date(s) Required	

Session	Cost	Tick if required (or number)	Payment
Morning (9am - 1pm)	£40		
Afternoon (1pm – 6pm)	£50		
Evening (6pm – Midnight)	£75		
Full Day (9 am – Midnight)	£150		
Additional Hours	£15 per hour		
Audio Equipment	£10		
Projector	£10		
Additional WiFi allowance (See WiFi Terms & Conditions)	1GB	£15	
	3GB	£25	
	6GB	£35	
		Total	

A **£100 damage deposit** * is required at the time of booking. The deposit will be refunded after the booking if no damage is done to the Hall or Hall facilities and the Hall is left in a clean and tidy state. A checklist is attached to help with clearing up. If you pay the deposit by cheque we will hold onto it until after the event and destroy it if the above terms are met. Please enclose SAE if you would prefer the cheque to be returned to you. Deposits paid by Internet Banking will be refunded to your account

Hire payment is required in full 1 week before the date of the function.

Cheques should be made payable to **Great Alne & Kinwarton Memorial Hall**.

Payments can also be made by Internet Banking to Sort Code 40-43-54 Acct No 71062786.

Please use date of event as reference and notify us by email that you have paid, and include your bank details, so that we can return your deposit.

I am over 21 years of age and accept these charges. *

I agree to comply with the attached Standard Conditions of Hire.

* Bookings for young peoples parties will require an additional indemnity form to be signed and a higher deposit
I acknowledge that the sale of alcohol is NOT permitted without the PRIOR agreement of the Hall Committee

Hirer's Signature	Booking Confirmed (for office use)	Payment received (for office use)	
		Damage Deposit	Final
Date	Date		

IMPORTANT: Please contact Peter Harris (10 Appleby Close, Great Alne B49 6HJ Tel 0845 257 4881)
BEFORE THE DAY the Hall is required, to arrange collection of the keys on the day of hiring .

Please retain this page for your own records
STANDARD CONDITIONS OF HIRE

Please contact the Hall Bookings Secretary if you require further clarification of these Conditions

1. Capacity

To comply with Fire Regulations the Hirer must ensure that the capacity of the Hall is not exceeded. The **Hall capacity** depends on the type of event:-

- Standing only 130
- Theatre style 100
- Dining style 90

2. Fire Safety

The Hirer will take responsibility for ensuring that all fire exits are free from obstruction at all times; that Hall users are made aware of the location of the fire exits; and that proper provision is made to evacuate the building in case of an emergency. The Fire & Rescue Service must be called to any fire immediately, however slight; the Bookings Secretary must be notified of the incident as soon as possible.

3. Use of Premises

The Hirer must not sub-let or use the premises for any unlawful purpose or in any unlawful way, nor do anything or bring anything into the Hall that may cause danger to users or damage to the building, its fabric or contents.

4. Licences

The Hirer is responsible for obtaining any licences that may be needed (subject to the prior agreement of the Hall Committee) whether for the consumption of alcohol or for the performance of any copyright material, and for the observance of the same, and of all other regulations relating to the Hall required by the Fire Authority, the Local Authority, the local Magistrates' Court or other relevant body.

5. Care of Premises, Fabric and Content

The Hirer will be responsible for the care of the Hall, its fabric and contents for the hire period; **nothing should be taped, glued, nailed or pinned to the walls** without prior agreement. All damage must be paid for by the hirer and may mean that we will not refund the damage deposit.

6. Use of Stage and Associated Facilities

The Hirer must **obtain permission** from the Booking secretary when the booking is made **if use of the kitchen equipment and/or stage and associated lighting is required.**

7. Heating and Lighting

The Hirer must not under any circumstances adjust the heating, lighting or WiFi controls

In the event of any difficulties with the heating, lighting or WiFi please phone 01789 488212 or 488635.

8. Event Preparation

If early entry to the Hall is required to prepare for an event, permission must be obtained from the Bookings Secretary in advance; an additional charge may be made.

9. Kitchen Hygiene & Food Safety

It is the Hirer's responsibility to ensure that any food prepared, stored or sold during an event complies with current kitchen hygiene and food safety regulations

10. Event Supervision

The Hirer will be responsible for supervision of the Hall during the hire period; the scope of the Hirer's responsibility will include adherence to all licencing restrictions, compliance with the Children Act 1989 and ensuring good behaviour.

11. Car Parking

The Hirer is responsible for the supervision of the Car Park and safe parking on the adjacent highway. The Hall Committee will not accept any responsibility whatsoever for the loss or damage to vehicles parked on the premises.

12. Clearing Up

The Hirer will be responsible for leaving the Hall, car park and grounds in a clean and tidy condition. **Rubbish must be placed in the re-cycling bins with food and other waste appropriately separated and bagged if necessary.** Keys must be returned promptly. If we do not consider that the Hall has been left in a clean and tidy state, you will be informed and we may retain all or part of the damage deposit to offset against cleaning costs.

13. Accidents

The Hirer must report all accidents involving injury as soon as possible to the Bookings Secretary and record the relevant details in the Hall's Accident Book

14. Indemnity

The Hirer will indemnify the Committee for the cost of repairing any damage done to any part of the Hall, its fabric or contents arising from the hiring as well as additional cleaning costs. **The damage deposit will only be returned in the event that no damage is done and the Hall is left in a clean condition. For young peoples events an additional indemnity form and deposit will be required**

15. Cancellation

If the Hirer wishes to cancel the booking before the date of the event and the Committee is unable to obtain a replacement booking, the Committee reserves the right to make a charge.

16. WiFi Hotspot

Use of the free WiFi hotspot is subject to the terms and conditions displayed on the notice board.

Users are required to provide an email address to register.

Individual users are limited to 50MB in 24 hours and there is a total limit of 500MB in 24 hours. It is possible to purchase additional data from us at least 2 weeks prior to the event.

As the Committee does not hold a television licence for the Hall it is the Hirer's responsibility to ensure that no users stream live broadcasts over the WiFi System

Great Alne & Kinwarton Memorial Hall

End of Hire Check List

Hirers are expected to leave the Memorial Hall clean and tidy, with all facilities left as they found them. To that end the following checklist is provided as an aide memoire.

PLEASE REPORT ANY DAMAGE OR BREAKAGES

Area	Action	Done
Main Hall	Stack all padded chairs in 6s and store in storeroom using trolley	<input type="checkbox"/>
	Collapse and stack all large tables on end adjacent to storeroom	<input type="checkbox"/>
	Collapse and stack all small tables in storeroom	<input type="checkbox"/>
	Remove all decorations	<input type="checkbox"/>
	Sweep/vacuum the Hall floor	<input type="checkbox"/>
	Mop all spillages	<input type="checkbox"/>
	Stack plastic chairs in 4s and place against pillars	<input type="checkbox"/>
	Stack remaining chairs in 6s in committee room using trolley	<input type="checkbox"/>
	Open all curtains	<input type="checkbox"/>
	Close windows and fire doors	<input type="checkbox"/>
	Switch off lights	<input type="checkbox"/>
	Kitchen	Sweep the kitchen floor
Mop all spillages		<input type="checkbox"/>
Wash and dry all cutlery, crockery and glasses		<input type="checkbox"/>
Sort and store all cutlery in the cutlery trolley and cover		<input type="checkbox"/>
Sort and store all crockery on the shelves provided and cover		<input type="checkbox"/>
Sort all glasses into the correct boxes and store in committee room		<input type="checkbox"/>
Store jugs, dishes, condiments, cafetières etc in committee room		<input type="checkbox"/>
Drain and switch off dishwasher; leave cover open		<input type="checkbox"/>
Drain and switch off bain-marie		<input type="checkbox"/>
Wipe all surfaces		<input type="checkbox"/>
Empty the fridge		<input type="checkbox"/>
Turn off gas supply		<input type="checkbox"/>
Turn off electric oven (but do not switch off at wall)		<input type="checkbox"/>
Empty waste into grey bins outside		<input type="checkbox"/>
Empty packaging and bottles into blue bins		<input type="checkbox"/>
Committee Room	Sweep/vacuum floor	<input type="checkbox"/>
	Mop any spillages	<input type="checkbox"/>
	Empty the fridge	<input type="checkbox"/>
Stage	Switch off lights	<input type="checkbox"/>
	Raise screen and switch off at socket	<input type="checkbox"/>
	Shut down projector and switch off at socket	<input type="checkbox"/>
	Store and lock all AV cables in cabinet	<input type="checkbox"/>
	Sweep stage	<input type="checkbox"/>
Toilets	Mop floors as necessary	<input type="checkbox"/>