

# Single Hire Booking Form

The booking form to return to the hall is the last page of this document. Please read the conditions and guidance contained within it.

The hall is run by volunteers and those that open the hall up and close it are not paid in any way for the work they do on the day. We fully appreciate organising a party / event can be a busy and at times stressful occasion.

This check list is designed to ensure that at the end of your event that the hall is ready to be handed back to the committee.

- The balance of your payment must be paid on accessing the hall. Cheques payable to Kingsley Village Hall or cash please.
- Your hire of the hall ends 30 minutes after the end of the paid for period. Unless agreed with the hall you must be ready to vacate the hall at that time.
- Under no circumstances must blue tac, white tac or any tap be stuck on to the walls as removal is causing damage. Drawing pins can be inserted into the high beams (steps available please ask) but nowhere else. Low adhesive blue / white tac can be used on the wooden cladding and door frames. All tac and pins to be removed at the end of the hire.
- Where balloons and banners are tied to the fencing around the hall they and any string or tape must be removed completely at the end.
- Where an entertainer is employed by yourselves then none of the activities must include dragging anything across the floor.
- There is a small side room at the hall with a PRIVATE sign on the door. Your hire of the hall does not include this room and none of the equipment must be used during your hire and the room is as it says a private area.
- Do not drag chairs or tables across the floor of the hall. Chairs must be moved using the chair mover and tables carried.
- There is a large floor sweeper, a smaller brush, a brush and pan and mops to ensure you leave the hall as it was at the start of the event.
- The floor (hall, corridor, toilets and kitchen) should be swept and mopped where appropriate.
- We can accommodate two bin bags of rubbish. Anything additional to this must be removed from the site. This allows us to keep our costs down.
- All cups, crockery etc must be washed, dried and put away in the cupboards where they came from. Surfaces to be wiped down. Tables also where used to be wiped

## **Kingsley Village Hall Management Committee**

(There are scourers, cloths, surface cleaning spray and washing up liquid under the sink)

- All food must be removed from the fridge or freezer on vacating the hall. Failure to do so will see it thrown away.
- Chairs must be stacked in two rows with 8 per stack on the back (5 stacks) and 4 per stack to the front (5 stacks)
- Any damage, however minor must be reported to the committee member on handing over.

Believe it or not all of the items listed here have in recent months happened or not as the case may be. The hall has been left in a mess, damage has been caused to the walls and floor due to inappropriate use. Please help us to look after the building and keep our costs as low as we can.

We do hope you have a great time at the hall which is a great community space and one where we see its use far more important than the small amount of revenue such events generate.

# Hire Charges and Conditions of Hire

## From 1<sup>st</sup> November 2017

*Please note that the Management Committee has the right to alter the Hire Charges at any time. If you have a confirmed booking and the price increases we will honour the price booked at.*

### Rates for Residents and Organisations.

#### 1. Hourly Rates

Up to 1 hour £15  
Up to 2 hours £30  
Up to 3 hours £35  
Up to 4 hours £40  
Up to 5 hours £45  
Up to 8 hours £65  
Funeral Tea £65

#### 2. All Day Rates

£100 (Over 8 hours)

#### 3. Cleaning Charge

£20

### Use of cooking facilities

Due to cost of gas and electricity and the additional cleaning required the hall charges £5 for use of the range cooker and or microwave.

### General Conditions of hire

**Hours of use** – all bookings include a half hour before the start of the hire and half hour afterwards to set up and put away from your event. This is provided free of charge by the hall.

**Bouncy Castles** – As a rule the hall committee do not allow the use of bouncy castles within the hall. However, each case is different and if you wish to use a bouncy castle please let us know and we can consider the request. (If accepted an additional deposit to cover damage may be required)

**Cleaning Up** –The hirer's responsibility includes washing up all dishes and putting them away, ensuring tables and work surfaces are wiped down and any rubbish is placed into bin bags. To keep our costs down we only have domestic waste. We can accept a single bin bag of rubbish plus recyclable items in a separate bag. Anything else must be removed by the hirer.

All chairs and tables should be put away in the same manner in which they were found.

There is a hirers cleaning kit under the sink in the kitchen. This comprises washing up liquid, scouring pads, cloths, anti-bacterial spray and bin bags. A single bin bag can be left in the kitchen from where the cleaner will dispose of them.

T towels and table cloths will be washed by the hall staff. Please ensure they are left out on leaving the hall.

**End of use: Unless agreed with the hall the hirer must be ready to vacate by the end of the additional half hire. Failure to leave the hall clean and tidy or to be ready to vacate will be subject to an additional cleaning charge of £20 and or an hour's hire of £10. Your signature on the booking form page 5 is your agreement to this.**

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## General Conditions of hire (Cont'd)

**Breakages** – Should any item be damaged by the hirer or their guests then the hirer will be expected to pay for its repair or replacement. By signing the hire agreement, you agree to this.

**Access to the hall** – prior to the day of the hire you will be contacted by one of the committee who will be responsible for meeting you at the hall on the day. This person will show you around the hall, pointing out its facilities and how to use any items relevant to your hire. Please ask questions if unsure. At the end of your hire a member of the committee will attend the hall to close up. You will be provided with a contact number if you need to call one of the committee whilst using the hall.

The committee are all volunteers who ensure the hall is available for use by the community. Please respect them by ensuring you leave the hall tidy and on time.

## Facilities

**Capacities** – the hall has sufficient tables and chairs to seat 60 people in comfort or 80 when tables are not used.

There are sufficient plates, cups / saucers and side plates / bowls to cater for 80 people. Tables have table cloths.

The hall measures 35 feet by 20 feet and has a high beamed ceiling.

**Cooking** - In addition to a range cooker the hall has a fridge freezer, dishwasher, soup terrine, Bain-Marie (keeps food hot prior to serving) as well as a microwave. There is a serving hatch from the kitchen to the main hall.

**Toilets** – the hall has separate male and female toilets as well as a disabled toilet with a baby changing station within.

**Car Parking** – the hall has space for 13 vehicles including 2 for disabled visitors. Access to the hall from the car park for those with disabilities is via the rear fire doors. The hall has a ramp for the disabled. Please ask about this if required.

Adjacent to the hall is a further parking area for 4 more cars but this is for general use.

## Health and Safety

The hall has a first aid kit in the kitchen above the hand washing basin.

There is a defibrillator on the wall outside the main entrance door (road side) The code to access it is in the wooden notice board in the hall.

Should the emergency services be required the hall's post code is ST10 2AE, High Street Kingsley.

There is no phone in the hall, there is a phone kiosk at the bottom of the driveway but this is due to be decommissioned at any time.

There is a mobile phone signal in the hall.

Should there be a need to evacuate the hall do so by the nearest of the two exits, do not stop to pick up any personal belongings, ensure you have called the emergency services where applicable and call the nominated committee member for them to be aware of the situation.

# Kingsley Village Hall Management Committee

Please complete and return

## The Function

Type:..... Date: .....

Payable Start Time: ..... Payable Finish Time .....

*(Hourly rated bookings include additional 30 minutes periods for setting up and clearing away)*

## Hirer's Requirements *(Tick appropriate boxes)*

Main Hall  Kitchen  Crockery / Cutlery  Cooking Facilities (£5 charge)

**Cleaning of Hall £20 charge – Please tick if you wish to clean the hall yourself**

*(Please note that by opting out of the cleaning charge you agree to leave it as you found it)*

**Hirer's Details** : Organisation (if applicable): .....

Name of Hirer/Contact:.....

Address:.....

Post Code: .....Tel: .....

Email: .....

## Deposits/Payments *(Cheques payable to Kingsley Village Hall)*

I enclose a non-refundable deposit of £10 to confirm our booking

I understand that the balance of payment will be due on receipt of the keys

## Declaration

I have read the Conditions of Hire for Kingsley Village Hall and agree to abide by them and be liable for any additional costs and breakages. I consent to my personal details being recorded and processed by the hall for the purposes of this booking only.

Signed by the Hirer: ..... Date: .....

## Return

Please retain one copy of this form for your records and return the other, together with your payment to the Booking Secretary or as arranged with the committee.

*(To save paper we suggest you print the second copy as page one only and upon completion return that to the committee)*