

# **CHIDDINGLY VILLAGE HALL**

## **Booking form, schedules of conditions, closing-down checklist**

**Please remember - all hours booked must be paid for; any use of the Hall in addition to time booked will also be charged; this includes all time setting up and clearing up. Please do not assume that you can take extra unbooked time - the Hall is very busy!**

**Please note Para 4 in the Schedule of Other Conditions:**

**4** The Hirer is responsible for ensuring that all rubbish at the end of the hiring is placed securely in black sacks and placed in or by the wheelie-bin - the rubbish collectors will not remove unbagged items.

**And Paras 9 and 10 in the Schedule of Special Conditions:**

**9 CANDLES** Candles may only be used when enclosed in weighted containers, e.g. jam jars with sand; hirers to familiarise themselves with fire safety procedures. Failure to observe this condition may invalidate the Hall's licence or insurance and render the hirer responsible for any consequences thereof.

**10 FIREWORKS** No fireworks may be used in or around the Hall under any circumstances.

# Hire Agreement

**THIS AGREEMENT is made on the date (1) and is between the COMMITTEE (2) and the HIRER (3) named below whereby in consideration of the sum(s) mentioned (4):**

**A. THE COMMITTEE agrees to permit the Hirer to use the premises (5) for the purpose(s) (6) and for the period(s) (7) all described below, viz:**

1 Date of agreement: .....

2 Chiddingly Village Hall Management Committee  
Authorised Representative: Mrs J Bean, Parsonage Oast, Chiddingly, Lewes,  
BN8 6HF Tel: 01825 872393

3 Hirer  
(a) Organisation: .....

(b) Authorised Representative: .....

Address: .....

..... Tel: .....

(c) Invoice Name & Address (if different): .....

.....

..... Tel: .....

4 Fees Hiring charge: ..... (see Note 1 in Schedule of Other Conditions)

Less deposit: ..... (to be paid in advance of the signing of this agreement)

Balance: ..... (payable on or before the conclusion of the event for which the Hall is hired - failure to pay promptly may result in a surcharge being levied).

**Cheques are payable to "Chiddingly Village Hall Management Committee"**

**Bacs: sort code 40-23-01, a/c no. 81335626**

5 Premises Whole of Hall ..... Green room only (see note 8 overleaf) .....

6 Purpose of Hiring .....

7 Period of Hiring: Date(s) .....

Hours: .....

8 The Hall has a licence from the Performing Right Society (PRS) for the performance of copyright music and a Phonographic Performance Licence (PPL) for the use of recorded music.

9 Will your event include a theatrical or live music performance? .....

10 Will you be operating a bar for the sale of alcohol? .....

The Village Hall has a Premises Licence authorising entertainment and the sale of alcohol. You hereby acknowledge receipt of a copy of the conditions of the Premises Licence and Operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agree to apply with all obligations therein.

If you intend to sell alcohol during the course of your booking, please complete a 'Bar Licence Request' and return to the Booking Clerk a minimum of 14 days prior to your booking. Alcohol may only be sold once you have received a signed copy of a letter of authorization, a copy of which you must sign to agree to the conditions of the Premises Licence.

Authorization is normally reserved for recognized Chiddingly village organizations. If we believe that a Temporary Event Notice (TEN) would be in our best interests for this hiring, we can require you to give notice of a TEN. **The CVHMC reserves the right to refuse a licence at its discretion.**

**B . THE HIRER agrees with the Committee to observe and perform the provisions and stipulations contained or referred to in the Committee's Standard Conditions of Hire for the time being in force as annexed hereto (an understanding of which the Hirer acknowledges) together with any special conditions set out in the Schedules attached.**

**Further Information**

- 1 How many chairs do you need? (max 135) .....
- 2 How many white chair covers do you need? (max 100) .....
- 3 How many cups & saucers do you need? (max 80) .....
- 4 How many tea plates do you need? (max 80) .....
- 5 Do you need a fridge? .....
- 6 Do you require the small P.A.? (extra charge) .....

For full sound system and stage lighting please contact booking clerk - Tel: 01825 872393

- 7 Will your event include a theatrical or live music performance? .....

- 8 The Green Room at the side of the stage may be hired, by special arrangement only and subject to availability, for use as a small committee room. To enable the Booking Clerk to plan bookings, please state:

Will you need to use the Green Room? Yes .....No .....

- 9 Weekly users please specify:
  - a) Date of first meeting .....
  - b) Date of last meeting .....

c) All intervening dates when you will not meet, eg half term .....

**DECLARATION:**

**I have read and understood the attached "Standard Conditions of Hire", "Schedule of Special Conditions" and "Schedule of Other Conditions" and agree to abide by them.**

**I am over 21 years of age.**

**AS WITNESS the hands of the parties hereto:**

**Signed by the person named at 2 above, on behalf of Chiddingly Village Hall Management Committee:**

.....

**Signed by the person named at 3(b) above on behalf of the Organisation named at 3(a) above:**

.....