

# HIRING AGREEMENT - SNAPE VILLAGE HALL

The Village Hall is run by volunteers. Please respect our community resource.

1/9/23

The Village Hall Management Committee agrees to permit the Hirer to use the hall in accordance with the Conditions of Use which are attached, but **does not accept responsibility for any damage or theft to property**. Also attached are Hall hire charges, the permitted capacity and the requirements for the number of supervisors.

tick one

tick one

MAIN ROOM

[ ]

ONE-OFF EVENT

[ ]

COMMITTEE ROOM (upstairs room,  
no wheelchair access, capacity 20)

[ ]

PERIODIC EVENTS (if you're booking a  
series of sessions, attach a list of dates/  
times or contact the Booking Sec. direct)

[ ]

Event	Date	from (time)	to

**Is alcohol to be provided at the event?**

**YES NO**

*If alcohol will be supplied, please confirm that you hold a current Local Authority licence for sale of alcohol for this occasion.*

- .....
- The cost of this booking will be £ .00. An invoice will be sent at the start of the month following all events.
  - **A damage deposit of £100 is required for private parties, weddings and commercial bookings, payable in advance, which will be refunded if there is no damage and the Hall is cleaned satisfactorily.**

**Cheques are to be made payable to "Snape Village Hall".**

- **Should you cancel a booking, notice is required 48 hours before the start of the event.**
- **Please contact the Booking Secretary otherwise you will be charged for the hire. This applies to all hirers**
- You can collect the key from the key-safe, to the right of the main entrance doors.

The code will be available from the Booking Secretary 24 hours prior to the event.

- No Blu Tack / sticky tape / pins on walls or painted surfaces, and no candles in the Hall
- Hirers must at the start of each event/meeting point out all fire exits in the Hall.
- **Those groups working with children and vulnerable adults will require their own up-to-date safeguarding policies.**
- Please ensure the Hall is left clean and tidy, and that the floor is hoovered or swept, and all crockery and cutlery is washed and put away after your event. The heating and lights must be switched off before you leave.
- Reasonable clearing up time is not charged for, unless it prevents the VHMC from taking another booking, when we reserve the right to apply a **charge of £50** to cover any lost income and additional management costs.

I have read and agree to the details on this form, and the conditions attached.

**SIGNED**

Print Name ..... Phone Number .....

Email Address .....

Postal Address .....

.....

## SNAPE VILLAGE HALL HIRE CHARGES

These prices are inclusive of electricity  
with effect from 1st September, 2023

1/9/23 V3

		Rates	Refundable damage deposit
<b>Group A</b>	Regular groups offering leisure educational, community or sport activities	£12 per hour	—
<b>Group B</b>	Children's day parties; Young people's and Adults' Parties	£15 per hour	£100.00
<b>Group C</b>	Weddings – paid seven days in advance	£300 a day	£100.00
<b>Group D</b>	Commercial letting/business meetings/craft fairs	£15 an hour	£100.00
<b>Group E</b>	Funeral wakes	£60 per 4 hours	—
<b>Group F</b>	Elections	£300 per day	—
<b>Group G</b>	Charity Events / Local fundraising events	price on request	

The Committee room upstairs is charged at £8 an hour for local groups and £10 for business use. Maximum number of people is 20, and any use of the kitchen is to be agreed in advance with the Bookings Secretary. Unfortunately, the upstairs room does not have disabled access.

## CONDITIONS OF USE / REQUIREMENTS FOR PUBLIC ENTERTAINMENT LICENCE

<b>CAPACITY GUIDANCE</b>	<b>without stage</b>	<b>with stage</b>
Seated at tables	120	110
Closely seated	160	136
Dancing and tables	160	136
Dancing only	240	220
<b>number of people attending</b>	<b>up to 100</b>	<b>100 — 240</b>
<b>SUPERVISORS REQUIRED</b>	<b>two</b>	<b>three</b>

All events are to finish by 11.45 pm (10.30pm on Sundays)

**NO SMOKING THROUGHOUT:** Cigarette bins are outside the front of the Hall.  
**USE OF SMOKE MACHINES AT DISCOS IS NOT ALLOWED AS IT SETS OFF THE FIRE ALARMS.**  
Groups of young people under 18 must be supervised by a parent or guardian.

## SNAPE VILLAGE HALL MANAGEMENT COMMITTEE

<b>Chair</b>	Caroline Salisbury	<a href="mailto:VH-chair@snapevillage.info">VH-chair@snapevillage.info</a> ☎ 01728 688 160
<b>Booking Secretary</b>	Jackie Allfrey	<a href="mailto:snapevillagehallbookings@gmail.com">snapevillagehallbookings@gmail.com</a> or ☎ 07415 117 637 and leave a message
<b>Treasurer</b>	Liz Jarrett	<a href="mailto:VH-treasurer@snapevillage.info">VH-treasurer@snapevillage.info</a>
<b>Committee Secretary</b>	Tina Talbot	1 Church Road (house to the left of village Hall)