

POLSTEAD VILLAGE HALL

CONDITIONS OF HIRE

Booking A booking can be booked by emailing the booking secretary on neil@baytrees9.plus.com or by completing a booking form and posting it to **Mrs Carol Marshall, The Bay Trees, Heath Road, Polstead Heath, Colchester, CO6 5BG, or by telephoning 01787 210546.**

Charges vary according to the type of activity. It is important to make it clear to the booking secretary what sort of event is planned.

Confirmation of Booking Your provisional booking will be held for a maximum of 3 weeks and will be confirmed on receipt of your deposit which should be sent to the Booking Secretary. (see details above). The normal deposit is £30 but for large scale events and celebrations a deposit of £100 will be required. Deposits will be returned providing no damage or breakages have occurred during your event.

Timings The Hall is licensed for activities until midnight on weekdays and until 11-30pm on Saturdays and Sundays.

Alcohol The Hall is licensed for the sale and provision of alcohol up until 11pm. However, the Village Hall Management Committee reserves the right to request that the hirer applies for a Temporary Event Notice to cover licensing regulations. "Bring Your Own" for a publicly advertised event is not allowed.

Capacity The maximum permitted attendance is:

- | | |
|--|--|
| a) All seated at tables | 125 persons |
| b) Mixed Occupancy (tables & dancing area) | 149 persons |
| c) Closely seated audience | 125 persons *This allows for gang-ways not less than 1.1 metres wide, at front, sides and rear leading to exits. |
| d) Organisers should sell numbered tickets and check them at the door. | |

Facilities The hirer is responsible for leaving the hall, kitchen and toilets clean. The hirer is responsible for the cost of anything broken or items missing and for damage due to misuse. **Chairs must be stacked with care and in stacks of no more than 7.** Hirers will lose their deposit if this clause is not respected.

Cleaning The hirer is responsible for leaving the Hall clean and all furniture returned to its normal storage area. The Hall's regular cleaning contractor, **Complete Cleaning Solutions**, is willing to be contacted if you would like to book him to do your "after-event" clean. Please ask the Booking Secretary for his contact details.

Stage The Committee Chairman holds the key for the stage lighting, PA and loop system. Hirers must make it clear to the booking secretary if access to this equipment is required.

Car Parking It is illegal to park cars on the Village Green.

Keys Arrangements for picking up and returning the keys should be made with the Booking Secretary.

POLSTEAD VILLAGE HALL

BOOKING FORM

Name.....

Address.....

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Telephone number/s.....

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Email address.....

Date of Hire.....

Time of Hire.....

Time of Event.....

The purpose of the hiring.....

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Supply of alcohol: Will you be providing or selling alcohol? Yes/No

Please note that because the Hall is licensed, licensing regulations apply for all events when alcohol is available.

Will there be music and/or dancing? Yes/No

Hiring Charge: £.....Deposit: £.....Total: £.....

Thank you for your booking.

Please return this form, together with your deposit, within 3 weeks from the date of your enquiry, otherwise it will be assumed that you no longer require the use of the hall. Your deposit is non-refundable should your booking be subsequently cancelled by you.

Please send to the Booking Secretary:

Mrs Carol Marshall,
The Bay Trees,
Heath Road, Polstead Heath,
Suffolk. CO6 5BG.

Cheques should be made payable to: Polstead Village Hall Committee. You will be invoiced for the full hire charge shortly after your event.

*Please note: Parking is **NOT** permitted on the village green. **Please can you ensure all people that attend the event are aware of this condition.***

AGREEMENT

I have read the conditions of hire and I understand that by signing this form I am accepting responsibility for the use of Polstead Village Hall and its contents. I am responsible for any breakages and damage during the event and for ensuring that the Hall is left in a clean and satisfactory condition. If required I will apply to Babergh District Council for a Temporary Events Notice.

Signature of hirer.....

Date.....