

BISLEY VILLAGE HALL

School Close, Bisley, Surrey GU24 9EG

Chairman: Mr S A Edwards

Secretary: Mr.R. Colvin

Treasurer: Mrs. C. Banton

HALL HIRE AGREEMENT

ADHOC USERS SCALE OF CHARGES (rates £ per hour as at 1st April 2017)

<i>NB: Time booked includes set up and clear up time</i>	Jubilee Room	Main Hall
Monday to Thursday and Friday to 6pm	£ 8.16	£ 10.82
Saturday and Sunday to 6pm	£ 16.13	£ 19.59
Friday and Saturday after 6pm	£21.68	£32.65
Kitchen Hire (for use of kitchen appliances for food preparation)	£ 20.00 flat fee	
There is a minimum hire period of 3 hours		
Sunday - Children's Party Rate (under 10's) am/pm 3 hr session includes hire of kitchen	£30 per session	£50 per session
Booking on Monday – Saturday require hirers to have vacated the building by 11.59 p.m., Sunday bookings require hirers to have the building vacated by 6 p.m.		

Note: Rates will be reviewed annually and new rates applied on 1st April each year

The Bisley Village Hall will be closed for maintenance each Summer in August and Winter in late December. Exact closure dates will be notified separately.

What is included in the hire charge:

1. Use of the specific hall that has been hired (main hall includes use of the stage)
2. Use of the toilet facilities
3. Use of the hall's tables and chairs
4. Use of storage facilities as agreed with the Committee of Management Trustees (the Committee)
5. An entertainment, PRS and PPL licence is held by the Bisley Village Hall that allows the hirer to play published music. The terms of the licence state that music volume "must be regulated so as not to cause any public nuisance"

What is excluded from the hire charge:

1. Use of theatre lighting and sound system (these can be hired and used through arrangement with the Committee)
2. Use of storage facilities that do not form part of prior agreements reached with the Committee
3. Use of the upstairs Committee Room unless hired through the Booking Officer at £5.00 per hour
4. Use of the external play ground
5. Use of external Garage
6. Use of the small kitchen located to the rear of the main kitchen

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Management of the Hall

Bisley Village Hall is a registered charity and is managed in accordance with the 1961 Conveyance and the rules and regulations of the Charities Commission. The 1961 Conveyance states that the Committee of Management (the Committee) shall consist of Elected, Representative and Co-opted members (Trustees). The Committee of Trustees is responsible for ensuring the hall is maintained in a suitable and safe condition to enable the hiring to proceed. All decisions of the Committee of Trustees are final. Any issues that arise that are likely to impact on the hiring of the hall should be notified to a member of the Committee as soon as possible by phone or email so that suitable resolution can be assessed, approved and actioned.

CONDITIONS OF HIRE

1. A Returnable Bond of £100.00 is required for any booking. This is reduced to £50 for under 10's childrens' parties. The bond should be handed to the booking officer in cash in an envelope that has your name and address clearly marked on it, when you collect your keys from the hall. The cash Bond will then be returned on return of the keys and once the hall has been checked following the booking.
 2. Hire charges cheque to be enclosed with the Booking Form
 3. In the event of cancellation within 30 days of booked date, the hire fee is not refundable.
 4. Music MUST stop at 11.45 p.m.
 5. All hired rooms, kitchen, toilets and entrances to be swept and left tidy.
 6. All rubbish must be placed in the bins located throughout the hall, outside or removed from the premises; rubbish for recycling, including food waste, should be placed in the appropriate bins.
 7. All kitchen work surfaces, tables, sinks and cookers must be wiped clean.
 8. A row of 15 grey chairs to be left each side of the Main Hall and all tables and other chairs to be stacked in the chair store and foyer table store. Chairs to be stacked to maximum of 10 high. Location of chairs and tables to be as follows: Main hall chair store= 50 x orange + 50 x grey chairs + 11 x large tables and 1 x small table; Stage = 30 x grey chairs; 15 grey chairs positioned around edge of main hall; 40 x orange chairs in Jubilee Room; 10 x small tables in Jubilee Room; Remaining large tables in the foyer cupboard
 9. All lights and heating must be switched off after use.
 10. All windows and exits must be secured after use.
 11. No decorations, notices etc., to be hung without prior approval.
 12. Maximum capacity; Main Hall - 180, Jubilee Room - 60.
 13. Do not use pre-school outside play space
 14. A responsible adult must be in attendance at all times during the hire.
 15. Smoking is not permitted within the village hall or entrance.
 16. The organiser of the event must act as a temporary fire safety officer for the duration of the event.
 17. Electronic equipment, if used in the hall during the hire period, must be clearly labeled with an up to date PAT testing mark.
 18. Bouncy Castles, if used in the hall, the user must ensure that they have the correct insurance cover and that the equipment has the correct tag marking with the generator correctly PAT tested.
 19. If food is prepared in the hall the group responsible must register with Surrey Environmental Health.
 20. The Village Hall has 12 Temporary Event Notices (TEN) per annum to cover one –off licensable events at the hall. Please notify the Booking Officer if your event requires a TEN. Once all allocations are used no further licensable events are permitted at the hall within that year.
- **FIRE EXITS must be kept clear at all times (inside and outside) ***
 - **FIRE DOORS must be closed before exiting the building**

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If 'Hirers' fail to comply with the above conditions, or the areas hired are left dirty, requiring the cleaner to carry out any of the above duties, a charge of £20 per hour or part thereof will be levied for rectification. The cost involved will be deducted from the deposit. Similarly, damage to any tables, equipment, fixture and fittings will be charged to the 'Hirer' for the cost of any replacement or repair required.

IMPORTANT NOTE TO ALL USERS OF THE HALL

We are proud of our Village Hall, but the size of the building and the amount of use does mean that cleaning and maintenance are a constant problem. So help us by leaving the Hall in a clean and tidy state. In particular, disposal of rubbish creates a problem with vermin if care is not taken. We would therefore ask you to observe the conditions of hire regarding rubbish.

PLEASE NOTE

Bisley Village Hall Trustees reserve the right to refuse the hire of the Hall.

Provisional Date of Booking Deposit required by

Final Payment by

I hereby accept these conditions of hire on behalf of

Signed:

Print Name:

Date:

All cheques are payable to "Bisley Village Hall Committee" and should be returned, with the booking form to:

The BVH Booking Officer, Leanne Edwards, 76 Bishops Wood, Woking, Surrey, GU21 3QB

Signed on behalf of Bisley Village Hall:



S A Edwards
Chairman
Bisley Village Hall Management Committee of Trustees