

# ELLISFIELD MEMORIAL HALL

Church Lane, Ellisfield Hampshire RG25 2QR

## HIRE AGREEMENT

Registered Charity 252555

**Please complete and sign this Hire Agreement and send it with your deposit /full payment to the Bookings Secretary at the address below.**

This agreement is made between the Memorial Hall Management Committee and the Hirer

The Committee agrees to permit the hirer to use the premises for the purposes and for the period(s) described below;

### ELLISFIELD MEMORIAL HALL MANAGEMENT COMMITTEE

**Bookings Secretary/Authorised Representative:**

**Ray Reed, Upper Common Cottage, Green Lane, Ellisfield, Hampshire, RG25 2QW**

**Telephone 01256 381613 or 07850 937 180**

**Chairman:** Ray Reed 01256 381613

**Secretary:** Alison Swanston 01256 381171

**Treasurer:** Phil Self 01256 381819

**Committee members:** Susie Deane (381261), Rose Taplin (381417), Bernard Cazenove (381279), Rev Stephen Mourant (381217), Meg Freeman (381430), Tracey Gilvear (381547), Joanne Thomas (381300)

### HIRER to supply:

- a) Organisation
- b) Authorised Representative:
- c) Postal Address:
- d) Telephone number:
- e) Email address:

### TYPE OF FUNCTION / PURPOSE OF HIRE:

**DATE OF HIRE:**

**TIME:**

**DURATION:**

Guests are required to vacate the premises within 15 minutes of the end of a hire period. After midnight (unless the event is New Year's Eve) only those helping to clear up the hall should be on the premises.

**HIRE CHARGE:**

**DEPOSIT:**

Cheque payable to 'Ellisfield Memorial Hall' Or to: Lloyds Bank A/c 00772731 Sort code 30-90-53

## **SAFETY AND FIRE**

Ellisfield Memorial Hall has a No Smoking Policy. It is against the law to smoke in the hall; the hirer undertakes to ensure that the law is followed.

In the event of a fire the priority is to evacuate the hall in an orderly manner using the appropriate exits and the Fire Brigade called by dialling 999. Fire extinguishers are located in the entrance hall, kitchen and behind the stage by the fire exit. There's a fire blanket in the kitchen. The exact location of fire exits must be noted before the village hall is occupied and the manner of opening Fire Doors should be made known to your guests who should be asked to gather in the car park until it has been ascertained that everyone is safe. Fire exits must not be blocked at any time. All spillages to be cleaned up immediately.

The hall has no telephone, so you are advised to bring a fully charged mobile telephone for use in case of emergency.

Every hirer of the premises must familiarise him/herself with the Health and Safety Policy and agree to the Hall's policies on Safeguarding Children & Vulnerable Adults, Equality & Diversity (Hard copies of policies located on the hall noticeboard and on Ellisfield websites).

## **ACCIDENTS AND FIRST AID**

The hall's accident record book is kept in the kitchen and should be filled out in the event of an accident in the hall. A first aid box is located in the kitchen.

## **HEATING, LIGHTING AND POWER**

Main electrical distribution board is behind the stage; electrical circuit breakers may need to be reset if the heating is incorrectly operated. A second fusebox (operating the lights in the entrance hall and lavatories) is in the storage cupboard on the right as you walk in to the main hall.

The heating controls are located on banks of switches in bays on left hand side of hall. Press the timer switches once to obtain 15 mins heat, twice for 30 mins, 3 x for 1 hour or 4 x for 2 hours heating. Pressing the timer button once again after the 2 hour selection will clear the timer and turn off the heating. **Please turn off the heating when you leave.**

The light switch next to entrance door operates lights in entrance hall and outside. Light switches in the main hall will operate the tube lighting (bright lighting) **OR** the spotlights, which can be dimmed to create softer lighting. Kitchen and annexe have switches just inside the area. Various power sockets are located around the hall. If you bring your own electrical appliances, they must meet safety standards.

## **WATER**

The main stopcock is located under worktop to the left of the kitchen sink

## **ACCESS RAMP TO GARDENS**

Located by double doors to garden adjacent to kitchen.

## **CAR PARKING**

The hall car park will accommodate 12 cars if they are parked sensibly. There are two allocated disabled parking spaces at the front of the hall adjacent to access ramp. All cars parked at owner's risk. Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

## **KITCHEN**

Equipment includes • Electric cooker with hob and oven • Microwave oven • Kettle • Water boiling urn • Fridge • Assorted crockery, cutlery and glasses • Two sinks.

**CHAIRS AND TABLES**

Chairs (80) Trestle tables (10) are stored in the cupboard on the right as you enter the hall. No more than 2 chairs or one table to be moved by one individual. Please put tables and chairs away at the end of hire.

**POSTERS AND DECORATIONS** Please use the picture rail which runs around the main hall to attach decorations. Please do not use drawing pins or sellotape on the walls or other surfaces, use blu-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters. Please remove all decorations – carefully – at the end of hire period.

**FAULTS/DAMAGE/COMMENTS** Please report any faults or damage to the Bookings Secretary as soon as possible so that they can be rectified quickly. The Management Committee welcome comments or observations that you may have about your hire of the village hall.

**MAXIMUM NUMBERS ALLOWED IN HALL**

The hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers. Please inform the Bookings Secretary of the ratio between adults and under 16s.

Close seating (theatre style)	80
Dancing (disco)	100
When seating is provided at tables	80
Dancing with seating also provided at tables	60

**SALE OF ALCOHOL**

Ellisfield Memorial Hall is not licensed for the sale of alcohol, Hirers wishing to sell alcohol will need to apply to Basingstoke & Deane Borough Council for a Temporary Licence, a copy of which must be provided to Bookings Secretary and the person applying for the licence must supervise the event with no alcohol sold to under 18s.

**EVENT FINISH TIME**

**All events must finish by 11:30pm and the Hall must be clear by 12:00 midnight.** Later times to be agreed by special arrangement. By signing this agreement the Hirer agrees to abide by this rule. Before leaving the hall please ensure table tops are wiped clean before being stacked in the cupboard and floors are swept. Please ensure all lighting, heating and electrical equipment is switched off before leaving and securing the building. Later finish time only by arrangement.

**REFUSE**

Ellisfield Memorial Hall has no agreement with contractors to remove waste/refuse – whether commercial or trade. Therefore it is important that all hirers take their waste home with them (and recycle bottle and cans). Please make sure that you bring adequate dustbin liners with you when you hire the hall.

**AGREEMENT** It is hereby agreed that the Standard Conditions of Hire shall form part of the terms of this Hiring Agreement. The Hirer agrees to be present during the hiring and to comply fully with this Hire Agreement.

SIGNED..... DATE.....

IT IS THE RESPONSIBILITY OF THE HIRER TO ARRANGE TO PICK UP A KEY FOR THE HALL OR TO MEET A HALL REPRESENTATIVE OUTSIDE THE HALL ON THE DAY OF HIRE. Please discuss this with the Bookings Secretary in the week leading up to the hire so that arrangements can be made for collection and return of the key.