

SOMPTING VILLAGE HALL: SCALE OF HIRE CHARGES

THIS HALL OPERATES UNDER A PREMISES LICENCE FROM ADUR DISTRICT COUNCIL AND CONDITIONS HAVE TO BE ADHERED TO AS STATED IN THE TERMS AND CONDITIONS OF HIRE

Please note this hall operates a no smoking policy

**Occasional Hirers to pay £12.15 per hour
Potential Regular Users please contact the Hall Manager for rates**

All hirers are subject to the Condition of Hire as specified by the Village Hall Management Committee. Cheques to be made payable to Sompting Village Hall.

Sompting Village Hall: Booking Application

(Private parties on Saturday & Sunday daytime only unless agreed by the committee)

Name (Key Holder).....Telephone No:.....

Address:.....
.....

Date Hall Required:.....

Time Required:.....

Saturday and Sundays Hire Rate: £12.15 per hour. Please Note **Saturday/Sunday Evenings only hired via recommendation by a member of the committee**

CONDITIONS OF HIRE

- 1: **SEE FULL CONDITIONS ON ATTACHED SHEET**
- 2: The Hire fee, the deposit £50, as separate cheques, and a SAE are required at the time of handling this application to the Hall Manager. Please allow 14 days for return of Deposit (**all cheques made payable to Sompting Village Hall. At the discretion of the Hall Manager Saturday night parties may be liable for £100 deposit which would be banked prior to the event. Only hired via recommendation.**)
- 3: All sessions are available on a first come, first served basis. Receipt of the booking form and monies confirms booking.
- 4: In the event of a cancellation, which should give as much notice as possible, a refund of the fee is at the discretion of the Management Committee. (7 days notice minimum)

I agree to abide by the above conditions. Signed.....Date.....

Hall Manager – Barbara Earley -Telephone No 01903 766065/Mobile 07875224779

By The Way, West Street, Sompting, West Sussex. BN15 0DA

Email- admin@somptingvillagehall.org

SOMPTING VILLAGE HALL

CONDITIONS OF HIRE

Please note this hall operates a no smoking policy

IT IS THE RESPONSIBILITY OF THE HIRER TO ENSURE THAT ALL FIRE SAFETY PRECAUTIONS AND PROCEDURES ARE ADHERED TO. THE KITCHEN DOOR MUST BE UNLOCKED TO ENABLE IT TO BE USED AS A MEANS OF ESCAPE. THERE ARE FIRE ACTION NOTICES DISPLAYED THROUGHOUT THE HALL.

1. USERS OF THE HALL MUST LEAVE IT IN A CLEAN AND TIDY CONDITION. TO ASSIST THIS THERE IS A VACUUM CLEANER IN THE CUPBOARD/LOBBY. PLEASE VACUUM THE MATS IF NECESSARY. ALSO BROOMS AND A BLUE SWIFTER IS IN THE CUPBOARD NEXT TO THE LADIES TOILETS. THIS IS VERY EFFICIENT AND DOES A GOOD JOB IN JUST A FEW MINUTES, PLEASE CLEAN AFTER USE. THERE IS A MOP AND BUCKET TO CLEAR UP ANY SPILLS KEPT IN THE CLOAKROOM LOBBY, **IT IS IMPORTANT THAT THE MOP IS DAMP AND NOT DRIPPING WITH WATER, AS THE FLOOR POLISH WILL NOT STAND COPIOUS AMOUNTS OF WATER ON IT.** THERE ARE ALSO CLEANING MATERIALS SITUATED IN A KITCHEN CUPBOARD CLEARLY MARKED. PLEASE CHECK THAT ALL TOILETS ARE LEFT CLEAN AND TIDY AND THE KITCHEN FLOOR IS SWEEPED, MATS VACUUMED AND WORKTOPS WIPED. IT IS ESSENTIAL THAT ALL FURNITURE IS PUT BACK IN ITS PROPER PLACE. ANY FAILURE TO MEET 1 -15 OF THE CONDITIONS WILL RESULT IN ALL OR PART OF THE DEPOSIT BEING DEDUCTED.
2. All rubbish is to be placed outside the kitchen door in the bins provided, (due to the charges made to us by Adur District Council, any bags of rubbish left outside of the bin will be charged at £5 per bag from your deposit. **The kitchen must be clean before the premises are vacated.**
3. **All** lights and the hall heater are to be turned off on vacating the premises.
4. Any breakages must be reported to the Hall Manager **immediately**. Breakages must be paid for by the hirer.
5. **All** doors and windows must be securely locked on leaving the premises.
6. The gate to the car park **must** be closed on leaving the premises.
7. All users **must** vacate the premises promptly by the end of their session or they will be expected to pay for the next session as well.
8. All music must be turned off at 11pm and the premises **must** be vacated by 11.30pm by all evening users with the exception of Sundays. (see item 9)
9. If music (live or recorded) is being played on a Sunday this must cease at 10pm and the premises vacated by 10.30pm
10. If music (live or recorded) is being played all windows and doors must be kept closed after 9pm.
11. Users are requested to have regard for local residents by being as quiet as possible on arriving and leaving the hall; by confining their activities within the hall and by paying particular attention to the level of noise from music being played within the hall. Because of

the No Smoking policy inside the hall please ensure that there is no disturbance to neighbours from the car park from smokers outside and that no debris is thrown over neighbouring walls.

- 12. Please note, that the special conditions set out in 8,9,10 and 11 above are stipulations by Adur District Council as conditions of the Premises Licence of the hall and must be strictly adhered to.**
13. Key holders are solely responsible for the key issued to them. Any loss shall be reported immediately. No unauthorised use is allowed. The Hall Manager must be informed if the name of the key holder changes.
14. **NO Booking is secured** until the Hall Manager has accepted the completed booking form, payment and deposit; the hall will be checked before the deposit cheque is returned. By signing the form, hirers are accepting the Terms and Conditions of Hire.
15. Keys can be collected immediately before the session booked by prior arrangement with the Hall Manager. The key must be returned **immediately** after the end of the session.

PLEASE THINK OF THE NEXT USER OF THE HALL BEFORE LEAVING, WOULD YOU LIKE TO FIND IT LESS THAN CLEAN? IF THERE IS A PROBLEM WHEN YOU ARRIVE, OR ANY INCIDENTS THAT OCCUR DURING THE SESSION PLEASE INFORM THE HALL MANAGER IMMEDIATELY.

SOMPTING VILLAGE HALL MANAGEMENT COMMITTEE 2011

Hall Manager: Mrs Barbara Earley – Telephone No 01903 766065/Mobile 07875224779
By The Way. West Street, Sompting, West Sussex. BN15 0DA
Email – admin@somptingvillagehall.org

Updated 18th July 2011