

# Non-resident Hawstead Village Hall – Hire Agreement

---

I wish to hire the  whole hall  main hall  meeting room  kitchen

Name: ..... Address: .....

Telephone:.....

E-mail: ..... Postcode: .....

*Special note: **The whole hall must be hired for the following events:** all children’s parties, christenings, weddings and any other event involving under-16s, etc. (for safeguarding reasons we cannot hire out the rest of the hall during such events), as well as any event welcoming 40+ attendees. Due to additional cleaning, there is a minimum hire charge of £100 for all parties/family gatherings.*

Day and Date of hire:..... Times from ..... to .....

Day and Date of hire:..... Times from ..... to .....

Day and Date of hire:..... Times from ..... to .....

Brief details of event planned: .....

Total number of people attending: .....

**Rates as of September 2019**

	Hourly Rate
<b>Whole Village Hall, including kitchen*</b>	£48
<b>Main Hall</b>	£30
<b>Main hall plus kitchen*</b>	£38
<b>Meeting room</b>	£18

**Calculate your Hall Hire Charge**  
 Our full day hire period extends from 8am to 12 midnight. Events extending overnight must include all hours within the full day hire period. For example, an event starting at 5pm on a Friday and continuing until 12 midday on the following Sunday would represent 27 hours of hall hire.

*\*Kitchen includes full use of ovens, hob, microwave, hot water boiler and fridge. NB There is NO FREEZER. Crockery, cutlery and glasses for up to 80 covers. White banqueting roll can be supplied at no charge. Some cleaning is included, depending on hire details. See our terms and conditions of hire for details.*

## Calculate your Hall Hire charge

---

**Number of hours hired:** ..... at £ ..... per hour

**Total hire charge:**.....

**A bond of up to £200** is required for all events. See our terms and conditions of hire for more details. Bonds are returned subject to condition of the hall facilities after hire, remaining within the agreed hire period, etc. The greater the event risk, the greater the bond.

**Event bond:** .....

**TOTAL PAYMENT:**.....

## Making your payment

---

We require 50% of the hire charge at the time of booking. The balance (including the bond) is required no less than 4 weeks before the event date. If at booking your event is less than 4 weeks distant, the whole fee is required immediately.

**50% Deposit of hire charge:** .....

**Balance due:** ..... **by:** .....

Our **preferred payment method** is by BACS. Our account details are: sort code 40-15-22 - account no 71305972

If you prefer to write a **cheque**, please make it payable to **Hawstead Community Council** and send it along with this booking form to the address below (or hand deliver through the letterbox at the front of the village hall). NB We do not accept credit cards.

Bond refunds are made via BACS. Please supply the account details here. **Please write very clearly:**

**Account number:** ..... **Sort code:** .....

## Other requirements

---

How many **tables** (183x75cm) are required? .....

How many **chairs** are required? .....

Which **glasses** do you need?

Standard wine  Champagne flute  Half pint  Pint

Do you need us to supply white **banqueting roll**? Yes/No

Do you need **connection to our sound system** through your own portable device? Yes/No

We can arrange for the outside **grassed area to be mown** and the clippings collected before your event. There is an **additional charge** for this service. Contact the Bookings Clerk direct if this is a requirement. Note that we will not cut grass before it starts to grow in the spring nor during times of severe drought nor over winter. While the grass is cut every few weeks during the summer, clippings are not normally collected.

## Payment policy

---

- a. A **deposit of 50% of the Hire Charge** must be paid on the initial booking of the hall facilities and will act as confirmation of the booking.
- b. A **Bond** may be required against **damage or loss incurred to the premises and/or contents** by the Hirer or Persons associated with the event. In addition, **if we cannot close the hall at the agreed end time of hire, the hirer will be charged at double the hire rate for the additional time period and this payment will be taken from the Bond we hold.** Hawstead Community Council (HCC) reserves the right to increase or decrease the bond at its discretion. A bond of up to £200 will apply for Private Parties, Dances and Commercial use.
- c. **Bond repayments are usually assessed in the first week of the month following the hire event**, once we have received a report and invoice from our cleaning company. Bond refunds are made by BACS.
- d. The **Bond** will normally be **repaid in full within 1 month** after the event *unless* the **building or contents has been damaged** or **additional cleaning** (including reinstating the surrounding village green) beyond what is reasonable for a similar event is deemed necessary. For non-residents, we allow the following number of hours for cleaning

up after an event. Children’s birthday parties 2 hours; weddings and large private parties 6 hours; christenings, wakes, small family gatherings 2 hours; business meetings 1 hour. If the event takes longer to clean up than these defined times, part of the bond will be withheld. **The Hirer can help minimise cleaning time – and hence the likely impact on the Bond – by adhering to the End of Hire Checklist.** Residents are charged a lower hire rate with cleaning costs on top which are withheld from a refundable bond.

- e. Deductions will also be made for **unreasonable or abusive behaviour** to our staff and for **unauthorised extension of the hire period** beyond that agreed. This extends to the hirer’s guests, as well as equipment and staff associated with companies the hirer employs for the event, e.g. caterers and discos. **Extra charges may be levied** if, in the opinion of HCC, cleaning, damage or losses exceed the value of the Bond held. Any refund of the Bond will be delayed until the full extent of costs have been assessed.
- f. **The balance of the total and required bond must be paid in full at least 4 weeks before the event. If the full payment is not received before this time the Village Hall may be let to another hirer.**
- g. Cheques will be cashed to account upon receipt.
- h. **Cancellation** – The deposit is refundable in full up to 6 months before the event minus a £20 administrative fee; cancellation between 6 months and 1 month prior to the event will result in 25% of the deposit being withheld; bookings cancelled 4 weeks or less before the event will result in 50% of the deposit being withheld.
- i. **The Hirer shall be responsible for all damage** (including accidental damage) to the premises or to the fixtures, fittings or content and for the loss of the contents.

## Declaration

---

**I have read and agree to abide by the ‘Terms and Conditions of Hire’ for Hawstead Village Hall** (available through our website at [www.hawsteadvillagehall.co.uk](http://www.hawsteadvillagehall.co.uk)).

**I have paid a deposit of 50% of the Hire Charge and will pay the balance at least 4 weeks before the event.**

Signed: ..... Dated:.....

**Where did you hear about us?** .....

### PLEASE RETURN THE COMPLETED BOOKING FORM AND REMITTANCE TO:

Bookings Clerk, c/o Hawstead Village Hall, The Green, Hawstead, Bury St Edmunds, Suffolk, IP29 5NP, Tel: 07379 499089  
E-mail: [bookings@hawsteadvillagehall.co.uk](mailto:bookings@hawsteadvillagehall.co.uk)

Our **preferred payment method** is by BACS. Our account details are: sort code 40-15-22 - account no 71305972

### For Bookings Clerk

- Deposit received
- Put in Diary/Calendar
- Balance due by:
- Balance received
- Bond returned
- Completed