

# Weddings – Hawstead Village Hall – Hire Agreement

6pm–12 midnight on Friday, 8am–12 midnight on Saturday, 8am–12 midday on Sunday  
 NB Hours outside this hire period are charged additionally

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

Telephone:..... .....

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

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

	Wedding Weekend Rate
<b>Whole Village Hall, including kitchen*</b>	£960 (NB We do not charge VAT)
<b>Extra hours</b>	£35 per hour

*\*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. 6 h of cleaning is included. See our terms and conditions of hire for details.*

### Your Hall Hire Charge includes:

- **Full cutlery/crockery/glassware hire** for 80 guests
- **Setting up of tables and chairs** as you require (plan needed) subject to decoration requirements – see our terms and conditions of hire
- **Putting away all tables and chairs** at the end of the event
- Use of the **sound system**
- Use of the **pull-down projector screen** (you need to supply the laptop/projector)
- 6 hours of **post-event cleaning, including washing up** (additional hours will be charged at £18 per man hour)
- **White banqueting roll** for the tables, if required
- Non-exclusive use of the **outside play area**

NB To minimise the likelihood of the cleaning exceeding 6 hours, please follow the end-of-hire checklist.

## Calculate your Hall Hire charge

**Wedding package:** ..... **£960**

**Extra hours hired outside the standard period** at £35 per hour    **Extra hours charge:**.....

**A bond of £200 is required** for all weddings. 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, excess cleaning, etc.

**Event bond:** ..... **£200**

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

## Making your payment

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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:**

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

## Other requirements

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How many **tables** are required? .....

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

How many **outside 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

Do you need our **outside power socket**? Yes/No

Will you be using a **caterer**? If so, please give details. ....

Will you be using a commercial bar? If so, please give details. ....

Will you need to use our **ladder** for decorating? Yes/No

### Straw bales

We have contacts with local farmers who may be able to supply straw bales. We can give you details. We will need to charge an extra fee for mowing and collection after your event so that there is no straw left on the Green.

## Payment policy

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- 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

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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