

## Contract of Hire (one off event)

1. **Contract of hire** – to be completed and returned to the Bookings Secretary with the full hire charge if the booking date is within 4 weeks. Telephone bookings are provisional for 7 days until receipt of this form.
2. The Damage Deposit must be paid (by cheque or bank transfer) with the hire fee. The Damage Deposit will be returned within 14 days after the event provided that the hall has been left clean and tidy, there are no breakages and the terms of the hire have been followed.
3. If the booking date is more than 4 weeks away, then the hire charge is due **4 weeks** before the event.
4. We advise that you keep a copy of the contract for your own records.
5. Read the following documents before signing the contract because, as the responsible person for a function, you have legal duties with regards to the safety of people attending the event. It is important that you are familiar with the procedures and that you prepare for the occasion:
  - Terms and Conditions of Hire
  - Safeguarding policy; Emergency procedures; Health and Safety procedure; Actions to conserve energy; Environmental policy; Privacy statement.You can request copies by e-mail or you can access them on [ruspidgememorialhall.weebly.com](http://ruspidgememorialhall.weebly.com)  
Paper copies can be supplied on request if Internet access is not available to you.
6. A leeway of 10 minutes before and 10 minutes after the event is allowed on each booking for entry and departure from the hall.

### Hire Charges:-

Standard Rate: £12 per hour for the Upper Hall, £6 per hour for the Lower Hall

Damage Deposit (refundable) £20

Hire charges include heating and use of the Upper Hall kitchen and Lower Hall kitchenette for just making drinks. If the Upper Hall kitchen electrical appliances (fridge, microwave, oven, hob) are used then there is a single additional charge of £5. These must be cleaned after use.

**Date of Hire:**            /        /            **Time From:** ..... **Time To:** .....

**Cost of hire:** £..... (including Damage Deposit and charge for full kitchen use if required)

Cheques payable to: 'Ruspidge Memorial Hall' or arrange with Bookings Secretary to make a Bank Transfer.

Type of event (eg birthday party): .....

Will alcohol be served at the event: YES / NO

Will alcohol be **sold** at the event: YES / NO (See Conditions of Hire for Licensing Regulations)

Do you plan to use a bouncy castle: YES / NO (You must ensure that your supplier has suitable insurance – see T&C)

**Name of Hirer:** .....

**Address of Hirer:** .....

**Tel no (incl STD):** ..... **Mobile no:** .....

**Email address:** .....

If the person opening up the hall will be different to the Hirer, please write their name, address and phone number on the back of this sheet.

- I have read and understood the Terms and Conditions of Hire and agree to abide by them as well as with any statutory licensing arrangements.
- I have read a copy of the "Emergency Procedures; Health & Safety; Safeguarding Policy; Actions to conserve energy; Privacy statement and Environmental policy" and I understand my responsibilities.

Hirer's signature of acceptance ..... Date    /    /

Hall representative's signature ..... Date    /    /

**Bookings Secretary:-** Mrs Jenny East, 124 Ruspidge Road, GL14 3AE **Tel: 01594 823620**