Hire – terms and conditions

CONDITIONS OF HIRE AND INFORMATION FOR HIRERS

The Ark, 11 King William Street, Needham Market, IP6 8AE. Suffolk

BY SIGNING THE BOOKING CONFIRMATION FORM, ALL HIRERS AGREE TO THE TERMS AND CONDITIONS SET OUT IN THESE TERMS.

PLEASE BE AWARE THAT THE ENTIRE BUILDING IS A NON-SMOKING AREA.

BOOKINGS

- The Hall may be booked for recurring or single lettings. Hall hire is charged by the hour or session (see separate sheet for charges). The specified rates cover use of the Hall, the kitchen and use of the lavatories.
- Hirers must be aged 18 years or over. If the event is to involve persons under the age of 18 years, the Hirer must give assurances that children under 18 will be supervised by signing the relevant section on the Booking Agreement Form.
- Regular Bookings with Fees/Commercial Hirers: Please include copies of your relevant Public Liability Insurance Certificate to validate your booking.
- No responsibility whatsoever can be taken for any 'personal' items left on the premises or any damage caused by them to the premises or any misuse of them by others.
- No charge is made for cleaning, provided that all facilities are left clean, tidy and in good repair, including the lavatories (as well as cooker and refrigerator if used). Any charges incurred due to breakages, poor cleaning, failure to replace furniture, etc. will be deducted from the deposit.
- No apparatus or equipment of any description can be left on the premises without the prior consent of the Management Committee.
- The Hall is bookable by the Hour with a Minimum charge of GB£ 25.00 or by prior arrangement.

The keys will be available 1 hour before the hiring time, unless extra time is agreed by prior arrangement with the Bookings Secretary.

DEPOSITS & CHARGES

- For 'one-off' events a deposit of £80.00 is required. This includes a minimum hire charge of GB£ 25.00.
- Both the deposit and the hire charge must be paid at the time of booking and sent to the Bookings Secretary with the completed Booking Form. Public Liability is the responsibility of the hirer pro tem.
- Regular Hirers will be invoiced monthly in advance and payment terms are strictly 14 days from the date of invoice.
- The deposit will be refunded after the event subject to a satisfactory inspection and return of the key (where applicable).
  Should a call-out to the hall be required as a result of a fault caused by the Hirer, a call-out charge will be deducted from the Hirer's deposit.

CANCELLATIONS

- Hirers may cancel bookings by giving at least 2 weeks notice.
- If a Hirer cancels a booking with at least 14 days notice being given, the deposit will be retained minus the hiring charge,
- Cancellations made with less than 2 weeks notice are liable to a payment of the whole hiring charge.

The Management Committee reserves the right to cancel any booking by giving notice in writing and returning the hiring charge and deposit, should the purpose of hiring the Hall be in any way improper or unauthorised, or should the building be required as a Polling Station, or in a case of force majeure. The Management Committee shall not be liable to pay to the Hirer any money/loss incurred by the cancellation.

ACCESS FOR ALL

There is access into the building for wheelchair users, and a designated lavatory inside. Assistance dogs are welcome in the Village Hall.

CAR PARKING

There is no specified parking area outside the hall. Parking is in the surrounding streets subject to local regulations. Parking is NOT permitted in the Coop car park. Any cars parked there are liable to be clamped.

ALCOHOL

Alcohol may be consumed in the hall for private and personal use only, and in accordance with current alcohol consumption rules and regulations.
No alcohol can be sold in any way during the time of the hire period.

It is an offence to sell/serve alcohol to persons under 18 years of age. Young persons (16 – 17 year old) may consume wine, beer or cider at a table meal when accompanied by an adult at the meal.

If for any reason alcohol is being sold without a Licence or permission to sell alcohol has not been given when the booking was made or there are signs of alcohol-related behaviour, any member of the Management Committee can close the event immediately.

UNDER NO CIRCUMSTANCES WILL THE MANAGEMENT COMMITTEE TOLERATE ANY BREACH OF THE ABOVE LEGISLATION.

No licence is needed for free alcohol.

FOOD SAFETY

Under the Food Safety Act 1990, it is the responsibility of persons providing food for any event held in the Hall to ensure that they are aware of and abide by the legal requirements. The Management Committee is not responsible for any food brought into the Hall.

SUPERVISION

Hirers are held responsible for adequate supervision of the premises by their own party during the period of hire and must ensure that fire exits and access to them are kept clear at all times.

Child Protection It is the responsibility of the Hirer (under the Children Act 2004) to ensure the safety of all children at all times at any event. There is also a responsibility to safeguard vulnerable adults. The Hall Management Committee has a Policy for Child Protection and Safeguarding of Young People and Vulnerable Adults. This document is kept in the folder inthe kitchen

Hirers are responsible for the observance of the law regarding child protection, in particular that adults having continuing and close contact with children or vulnerable adults should have undergone a DBS (Disclosure & Barring Service) check. A declaration form for such user groups should be signed and returned with the booking form to the Bookings Secretary.

Any incidents should be reported to the appropriate authorities.

Thank you for your cooperation

I/We have read and understood the terms and condition above and agree to comply by them for the duration of the hire of The Ark, Needham Market.

Name:- .

Organisation if applicable:-.....

Date:- .....

Signature of Hirer:- .