

## Terms and Conditions for Hiring the Victory Hall, Tymmes Place, Hasketon IP13 6JD

We want your hall booking to go smoothly and for your guests to have a safe and enjoyable experience. In order for us to provide the best service to you and subsequent hirers, some basic terms and conditions are necessary and must be accepted by the hirer when booking the hall. The basic principle is that the hall should be left clean and tidy so that a follow on hire does not have to spend their hire time cleaning up after you.

### Hiring the Victory Hall

Arrangements to hire the hall must be made with Booking Secretary, Claire Harrington - telephone 01394 380644. email [bookvictoryhall@gmail.com](mailto:bookvictoryhall@gmail.com). If Claire is unavailable contact Iain Whyte - telephone 07889828474

**Commercial Hirers (Individuals or Companies booking the hall for commercial gain) should have their own Public Liability Insurance to cover their activities in the hall. Hirers using commercial providers for entertainment and catering etc. should ensure the provider has 3<sup>rd</sup> party liability insurance to cover their products or services in the hall.**

Keys may be collected from Lyn Ralph, 23 Tymmes Place (opposite the hall) or by arrangement with the booking clerk.

### Hire Charges

We keep our hire charges low by relying on those using the hall clearing up fully at the end of their hire. We do not have resident cleaner, the hall is only cleaned once a week - generally on a Thursday. It is the responsibility of the hirer to ensure that the hall, bar, kitchen, toilets etc. are all left in a clean and tidy condition. If necessary, use only a *damp mop* on the hall floor, not water. Cleaning materials are available in the kitchen and table store. For events involving food, drink or children you should allow at least 30 minutes to tidy the hall before you leave. **If the hall is not left clean we reserve the right to withhold some or all of the deposit to pay for cleaning.**

A list of the various hire charges is shown on the hall's noticeboard, the village notice board and on the website <http://hasketonparishcouncil.gov.uk> All payments for hiring the Hall and the deposit must be paid at least seven days in advance of the event. **An event is not considered booked until payment has been made.** A separate deposit of £100 may be required to cover possible damage to the hall or equipment or to pay for additional cleaning. Any balance due will be refunded after the event. Different hire fees and deposit applies for parties.

For convenience all payments can be made by a BACS transfer to **Hasketon Victory Hall Fund**, sort code **30-99-85** Account number **00076225** (Lloyds TSB). This is a business account.

Deposit returns will be made by BACS to the account nominated on the booking form.

### Maximum permitted numbers

The maximum number of persons permitted to use the premises is 120, but for comfort, a practical maximum of 100 people is recommended. (The hall has 100 chairs ) Catered events have a realistic maximum of around 8 to 10 tables of 8 people in order to leave clear access to emergency exits, toilets and kitchen.

### Seating

Rows of seats should be so arranged to provide gangways not less than one metre in width, which must lead to, and connect with, the emergency exits. Measured across a row, no seat should be more than 7 seats from a gangway.

### Responsibility

**The hirer shall take full responsibility for the conduct of the event. There must be a minimum of 1 reliable adults present throughout the event to ensure that there is good order both inside and outside the hall and that no damage is caused to the hall or equipment. As the hall is located in a residential area, and does not own or manage any of the outside space, the hirer must ensure that during the hire period there is no unruly behaviour outside the hall and that everyone departs quietly.**

### Exits

Whilst the hall is occupied, exit, kitchen and toilet doors must be kept free from any obstruction and should only be secured in such a way that they can be immediately and easily opened from within.

**Smoking Smoking is not permitted anywhere on the premises, at any time.**

## Car Parking

Tymmes Place is a narrow residential road and **must be kept free for emergency vehicle access at all times**. Cars must be parked on the allotted car parking area behind the village sign and not on the road, in front of the hall, or path to the hall. Vehicles may stand on the paved area while being unloaded or loaded for the function, and must then be moved to the car park. **The paved area outside the hall, car parking area and play areas are Parish Council property, cannot be booked and maybe used by others.**

## Fire Procedure

**In the event of ANY fire, no matter how small, dial 999 immediately and ask for the Fire Brigade. The Victory Hall is in Tymmes Place, Hasketon IP13 6JD. Please evacuate the hall immediately and assemble in the car park by the village sign.**

## Barbecues, Hog Roasts, Pizza Ovens or any outside catering

Barbecues or outside catering are not normally permitted on the area surrounding the hall, play area or car park as these are public access areas managed by the Parish Council and are **NOT** covered by a Victory Hall booking. Please consult the booking secretary if outside catering or use of outside space is desired. 3<sup>rd</sup> Party Liability Insurance will be required and a copy of the policy provided prior to the event.

## Candles and Fireworks

Please do not use candles – or any other naked lights – in the Victory Hall under any circumstances. Birthday or celebration cake candles are allowed but must be fully extinguished as soon as possible. Fireworks must not be set off anywhere in the vicinity of the hall without written permission from Hasketon Parish Council. In the first instance please contact [clerk@hasketonparishcouncil.gov.uk](mailto:clerk@hasketonparishcouncil.gov.uk). 3<sup>rd</sup> Party liability Insurance will be required and a copy of the policy provided prior to the event.

## Ball Games

Under no circumstances should ball games, or any similar activities be played inside the hall. There is a fenced children's play area immediately outside the hall that is suitable for ball games and other activities but please note that the play area is a public space not owned by the hall and there may be other users present.

## Public Bar and Music

If you wish to have a public bar for your event, please first consult Claire Harrington (Bookings Secretary) and then apply to East Suffolk Council for a licence. Alternatively you could invite a licenced pub to run the bar for you using their licence. **The bar must close and the music/party finish by 11pm**, unless otherwise agreed beforehand.

## General

Card tables if used must be covered with the special plastic covers provided. All kitchen equipment must be washed up and put back clean in the appropriate cupboards and drawers.

Using the trolley, all chairs must be put in stacks of five at the end of the hall where they were found and tables returned to the store room. **Please don't drag items across the floor. The floor should be swept and any sticky patches (dropped food or drink or muddy shoes should be damp mopped so that the next user does not have to tidy up after you).**

Rubbish should be bagged in the kitchen bin and at the end of the event the bag should be tied and placed in the GREY lidded wheelie bin outside the hall. Any clean recyclable material is to be placed in the BLUE lidded wheelie bin outside the hall.

Please check toilets are clean. All electric switches are to be turned off: lights (including the toilet and outside lights), wall heaters, water heaters, extractor fans and microwave. The cooker should be left switched on as it will not function correctly unless the time clock is set. Leave the fridge on. Failure to clean up may result in the deposit being forfeit in full or part.

Windows must be closed and the external doors locked. Hall keys to be returned as agreed with Claire Harrington.

# Hasketon Victory Hall

**Tymmes Place, Hasketon, Woodbridge, Suffolk IP13 6JD**

**A Booking will only be confirmed upon receipt of a completed and signed booking form**

Name .....

Address .....

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Email .....

Telephone number: .....

Date of Event .....

Times of access to Hall required .....

Type of event .....

Hiring fee (to be paid at least 7 days before event takes place) .....

Deposit (also due at least 7 days before the event) .....

**PLEASE ADVISE US WHEN PAYMENT BY BACS IS MADE**

Deposit return is by BACS please provide your:

Account name, ..... Bank name .....

Sort code ..... Account number .....

**I have read and agree to the Terms and conditions of hiring of Hasketon Victory Hall**

**Signature .....** **Date.....**

***Please pay Hire and Deposit charges using BACS as we no longer accept cheques.***

***Account name Hasketon Victory Hall Fund. Account number 00076225 Sort code 30-99-85 To confirm the booking, please complete this form and send to Claire Harrington, Hill House, Blacksmiths Road, Hasketon, Woodbridge, Suffolk IP13 6JA. Or via email to [bookvictoryhall@gmail.com](mailto:bookvictoryhall@gmail.com)***

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For office use only:

Hire fee received:

Deposit received:

Confirmation sent:

Key collection arrangements agreed: