

Coddensham Community Centre and Sports Hall

HIRE AGREEMENT

Please read the information on page 3 before completing this form

Booking for: *Clients Full Name*

Date of Hire: *dd:mm:yyyy*

Time of Event: *hh:mm am/pm*

Total Hours of Booking: **From:** *hh:mm* **To:** *hh:mm* Xhrs

Hire Charge:

Do you require: Whole Hall / Foyer only / Meeting Room only / Kitchen

X hours @ ££.00 per hour = ££.00

Set up & clear up hire x hours @ £6.00 per hour = ££.00

Hire of Kitchen @ ££.00

Total Hire Charge: ££.00

Details of Hirer:

Organisation if applicable:

Address:

Telephone: Email:

Bank Sort Code:..... Bank Account Number:

Description / Purpose of your event:

Is this a Public or Private Event? :	Private / Public
Will your event include Music?	Yes / No
Is Alcohol to be consumed at your event?	Yes / No
Will you require use of the Cooker?	Yes / No
Will you require use of the Dishwasher?	Yes / No
Will you require the Ceiling Drapes?	Yes / No

PAYMENT

The initial Booking Deposit is non-refundable.

£100 for 2 day hire

£50 for full day hire

£25 for less than full day hire

The balance due on to be paid 7 days prior to the commencement of the hire period.

The total hire charge will include the following where applicable:

Cost of Hall Hire Non-refundable Deposit (£25/ £50 / £100)

Use of Drapes Use of cooker / dishwasher

Licence Fee, where applicable

The total amount due will be detailed in your invoice which will be sent out on receipt of this hire agreement, duly signed.

A refundable deposit will be held against any damages or additional cleaning costs.

£100, to be paid by cheque or BACS transfer.

The uncashed cheque will be returned provided that the hall is cleaned to the standard outlined above and that no damage or loss has occurred to the premises.

Where necessary Coddendam Parish Council will return any balance of the deposit, by BACS transfer only, to the hirers bank account detailed in the hire form.

Method of Payment: Initial deposit and balance of hire fee to be paid by BACS transfer to : Sort Code 60-83-01, Acc. 20331348. Please use the reference on your Invoice.

Alternatively, you can send a cheque, payable to Coddendam Parish Council Sports Hall, to Coddendam Parish Council, 4 Moat Farm Close, Ipswich IP4 4AJ.

Your Refundable Deposit cheque should be given to the Booking Administrator

Cash payments will not be accepted.

I have read and agree to the above conditions of hire, and attached Standard Conditions of Hire

Signed: (Person signing must be aged over 18 years)

Name: Date:

Signed (on behalf of the Hall Management Committee):.....

Name: Judith Challis Telephone: 07720 206532

Please return this form to coddendamcc@gmail.com or to Judith Challis The Old Bakery, High St, Coddendam, IP69PN.

Your booking will not be confirmed until the Bookings Administrator has confirmed receipt of this completed agreement and deposit.

Conditions of Hire

1. All bins to be emptied, you may use the rubbish bin adjacent to the recycling area, do not leave bags on the ground
 2. Floors to be swept after your event, **do not wet mop any spillages** / marks to be wiped up with a damp cloth
 3. When used, the kitchen, including cooker and fridge are to be cleaned
If using the fridge you will need to turn it on at the start of hire and off at the end
The cooker is operated by a gas safety key and will be unlocked if you have booked and paid to use the cooker
 4. Any crockery / cutlery used to be washed, dried and put away. Washing up liquid and disposable cloths are provided, please **bring your own tea towels / oven gloves**
 5. A number of white table cloths are available, if used these must be laundered by you and returned to either Coddendam Food Store or to the Bookings Administrator, within 7 days of your event. If we need to launder the cloths a charge will be taken from your deposit.
 6. Any chairs / tables / staging used to be put back in original position, as per the instructions supplied by the Bookings Administrator at the start of the hire
Please allow time for this in the time you book for clearing up – we would usually suggest at least 1 hour for clearing up / putting away
 7. No Sellotape / blue tack or similar to be applied to the walls, hooks are fitted to the walls from which decorations can be hung, or string can be hung between hooks
 8. This hiring agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule
 9. Soft balls allowed only. Be aware that the ceiling panels dislodge easily and should this happen you will be invoiced for hire of scaffolding to replace the panels
 10. If **alcohol is to be consumed** at your event, whether from a paid bar, provided by you for your guests free of charge, or brought to the event by guests, you will need an alcohol licence, which we will arrange, and for which a fee is charged. You will be required to nominate a Responsible Adult, who has been instructed in the requirements of the Licensing Act 2003, to supervise the provision of alcohol during the Event. The Bookings Administrator can provide further details and instructions.
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