

# NORTH STIFFORD VILLAGE HALL TERMS & CONDITIONS OF HIRE AGREEMENT

**NORTH STIFFORD VILLAGE HALL IS IN THE OWNERSHIP OF LOCAL TRUSTEES AND MANAGED BY THE VILLAGE HALL COMMITTEE, ALL OF WHOM ARE VOLUNTEERS. THE HALL HOLDS A PREMISES LICENCE – THE SUMMARY SHEET CAN BE SEEN ON THE DISPLAY BOARD IN THE HALL. OUR CONDITIONS OF HIRE ARE DESIGNED TO HELP US KEEP THE HALL IN GOOD CONDITION FOR THE BENEFIT OF OTHER USERS. ALL CONDITIONS WITHIN THIS DOCUMENT FORM PART OF THE HIRING AGREEMENT FOR THE NORTH STIFFORD VILLAGE HALL. BY BOOKING THE HALL, YOU ACCEPT THE TERMS AND CONDITIONS DEFINED WITHIN THIS DOCUMENT. IF YOU ARE UNCLEAR ON ANY PART OF THIS AGREEMENT, PLEASE EMAIL:**

[northstifford.villagehall@outlook.com](mailto:northstifford.villagehall@outlook.com)

## DETAILS OF FACILITIES

The number permitted in the hall is a **maximum of 100** people.

Our licensing hours are 9am – 10pm Monday to Thursday and Sundays / Friday and Saturday 9am – 11.30pm.

The hall facilities include:

- Large Main Hall area with a Stage.
- Newly fitted Kitchen – comes with two sinks, a single oven, electric hob, large freezer, fridge freezer, kettle, urn and a microwave.
- Tables and chairs for up to 100 people.
- Limited amount of crockery and cutlery available (larger functions would need to arrange their own hire of extra items as required).
- Ladies & Gentlemen's Toilets plus a Disabled persons toilet which has a Baby changing facility.
- Car Parking facilities for approximately 40 cars.

## BOOKINGS & PAYMENTS

**Bookings are made on a strictly first come, first served basis. The hirer must be over 21 years old.**

All bookings enquiries must be made via our email address:

[northstifford.villagehall@outlook.com](mailto:northstifford.villagehall@outlook.com)

- When booking the hall, you need to allow enough time for setting up before your event and cleaning up after the event. This time is part of the hire duration. The hirer is required to be present at the time of opening and is responsible for the prompt vacation of the premises at the end of the hire period.

**Failure to comply could result in forfeiture of part or all of the Security Deposit.**

- **FULL PAYMENT** for your hire is due **6 weeks prior to the hall hire date** or if less than 6 weeks, payable at the time of booking.

HALL HIRE CHARGES		FEE
Monday – Thursday		£24 per hour
Friday/Saturday/Sunday		£27.50 per hour
Plus a Security Deposit Fee (fully refundable if hire conditions are met)	Before 6pm	£100
	After 6pm	£200
Club Hire		£22 per hour
CARETAKER CHARGES*		FEE
Monday – Sunday	Before 6pm	£10
	After 6pm	£20

\*If you wish to hire our hall for a party, our Caretaker will need to open and close and the relevant fee will need to be paid.