

REEDHAM COMMUNITY ASSOCIATION

Pottles Lane, Reedham, Norwich, NR13 3HL

Hiring Agreement for Non-Affiliated & Non-Members

Scale of Charges	Hourly
Hall (includes use of kitchen or kitchen only)	£18.00
Glover Lounge (includes use of kitchen)	£16.00
Main Hall & Lounge (includes use of kitchen)	£24.50
Whole Field all day & evening	£117.00
Whole Field half day/evening	£89.00

Extra Facilities (Added to either Main Hall or Lounge hire)

The Stage	£9.50
Dressing rooms	£7.60
Bar Facilities	£28.00 (Per Session Morn/Aft/Eve)
Projector & Screen	£6.60
Light/Sound equipment (includes use of can lights & speakers)	£8.60

Fees outside this agreement under special circumstances, to be agreed by Reedham Community Association Management Committee and the hirer.

Entitled to this reduced rate is ONLY applicable if you or your group have been a member of the Community Association for a minimum of 6 "Six" months. Falsifying will lead to termination of hire.

"Prices are reviewed regularly and are subject to change"

"New Hire Agreement will be renewed from 1st November of each year"

Please ensure you have read and understood the guidance notes in the accompanying PDF document before using this extract. The village hall management committee must make hirers aware that on signing the agreement they enter into a contract that could be used in evidence should legal action become necessary.

REEDHAM COMMUNITY ASSOCIATION

Pottles Lane, Reedham, Norwich, NR13 3HL

Note: Once completed pages 1 to 5 are kept by the Management Committee and pages 5 to 16 are kept by hirer.

DATED:

PARTIES:

- 1) Reedham Community Association in clause 2.2 acting by its management committee:
- 2) The person or organisation named in clause 2.3:

AGREED as follows:

1. Throughout this Agreement:

- Reedham Community Association in clause 2.2 is referred to as “we”; “our” is to be construed accordingly and “we” and “us” mean and include the Village Hall’s charity trustees, employees, volunteers, agents and invitees
- the person or organisation named in clause 2.3 is referred to as “you”; and “your” is to be construed accordingly; “you” also includes the members of your management committee (if appropriate), your employees, volunteers, agents and invitees
- where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Hall Secretary or, if the Hall Secretary is not available, any of our charity trustees.

2. In consideration of the hire fee described in clause 2.4, we agree to permit you to use the premises described in clause 2.5 for the purpose described in clause 2.6 for the period(s) described in clause 2.1. The details inserted in sub-clauses 2.1 to 2.6 below and the answers to the questions in sub-clauses 2.7 to 2.11 are terms of this Agreement. This Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

2.1 Date(s) required:

DAYS	
TIME (required hours)	
Month(s)	

2.2 Preparation time is 15 minutes either side of the hired hours

REEDHAM COMMUNITY ASSOCIATION

Pottles Lane, Reedham, Norwich, NR13 3HL

2.3

- a) Registered Charity No: 276757
- b) Authorised Representative: Rebecca Bradbury

Address: 51 The Hills, Reedham, Norwich, Norfolk, NR13 3AR

Telephone: 01493 701107

Email: reedhamvillagehall@yahoo.co.uk

2.4 Hirer:

NAME	
ORGANISATION	
NAME OF ORGANISATION REPRESENTATIVE	
ADDRESS	
TELEPHONE / MOBILE	
EMAIL	

2.5 Hiring Fees

Hire Fee:

If required, you must pay as a deposit at least one third of the cost of the booking at the time you sign this Agreement. You must pay the balance of the booking fee on or before the conclusion of the event for which you hire the premises.

(Not applicable for regular hall hirers)

Special deposit If required: £

If the event is cancelled we will refund the deposit within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents, nor complaints made to us about noise or other disturbance during the period of the hiring as a result of the hiring.

Balance: £

Payable on or before the conclusion of the event for which the premises are hired.

Is this a commercial hire? Yes / No

Optional additional condition for use with commercial hirers:

[Village halls are usually held on strict trusts which require the management committee to ensure that the hall is administered in accordance with those trusts. Accordingly, we are bound to preserve and hereby reserve the right to terminate this Agreement by not less than seven days' notice in writing to you in the event of the hall being required on the same date/time for the fulfilment of its charitable purposes.]

REEDHAM COMMUNITY ASSOCIATION

Pottles Lane, Reedham, Norwich, NR13 3HL

In the event of such termination by us, we will refund to you all monies paid by you to us. We will not, however, be liable to make any further payment to you in respect of expenses, costs or losses incurred directly or indirectly by you in relation to any such termination.]

2.6 Premises

MAIN HALL ONLY (includes use of Kitchen)	
LOUNGE ONLY (includes use of Kitchen)	
FIELD (Whole or half day hire)	
STAGE	
KITCHEN	
DRESSING ROOMS	
OUTDOOR TOILET	
BAR (SESSION)	

2.65 Storage of equipment

If you wish to store equipment for your hire / group on the Village Hall premises it must be agreed with the management committee first. The Village Hall have the right to ask the hirer to remove their equipment if they deem it to be blocking areas, unsafe or could cause damage to the hall.

2.7 Purpose/description of hiring:

Will tickets be sold for your event?	Yes / No
Is food to be provided at the event?	Yes / No
Is alcohol to be provided at the event?	Yes / No
Will there be exhibition of a film?	Yes / No
Will live music be performed or recorded music played?	Yes / No
The performance of plays	Yes / No
The sale of alcohol	Yes / No

2.8 You agree not to exceed the maximum permitted number of people per room including the organisers/performers

- **Main hall (Closely seated 150. For dancing 100)**
- **Glover Lounge: (Closely seated 40. For dancing 25)**

REEDHAM COMMUNITY ASSOCIATION

Pottles Lane, Reedham, Norwich, NR13 3HL

3. The hall has a licence:

with the Performing Right Society (PRS) for the performance of copyright music from Phonographic Performance Licence (PPL).

3.1 We have a Premises Licence authorising entertainment and the sale of alcohol. You hereby acknowledge receipt of a copy of the conditions of the Premises Licence and/or Operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agree to apply with all obligations therein. If we believe that a Temporary Event Notice (TEN) would be in our best interests for this hiring, we can require you to give notice of a TEN.

OR

3.2 We have a Premises Licence authorising regulated entertainment only. You hereby acknowledge receipt of a copy of the conditions of the Premises Licence and/or Operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agree to apply with all obligations therein.

- (i) You agree that if regulated entertainment, not covered by our Premises Licence, is to be held you must obtain our consent to give notice of a TEN to the licensing authority. We will advise if a TEN is not needed.
- (ii) You agree to give us notice of your intention to provide alcohol at the event and to give notice of a TEN to the licensing authority.

If you fail to comply with (i) or (ii) above, we will cancel the hiring without compensation. This is because there is a limit on the number of TENs that can be granted annually for any premises. Lack of co-operation could affect future fundraising by us and by local voluntary organisations.

OR

3.3 We do not have a Premises Licence. This Agreement gives permission to you for a performance of live music, the playing of recorded music, or an exhibition of a film but only in accordance with the Deregulation Act 2015.

- (i) You are responsible for ensuring that screenings of film abide by age classification ratings.
- (ii) You agree that if regulated entertainment outside of the Deregulation Act 2015 is to be held you will obtain our consent to give notice of a TEN to the licensing authority.
- (iii) You agree to obtain our consent to give notice of your intention to provide alcohol at the event and to give notice of a TEN to the licensing authority.

If you fail to comply with 3.3 (i), (ii) or (iii) above, we will cancel the hiring without compensation. This is because there is a limit on the number of TENs that can be granted annually for any premises. Lack of co-operation could affect future fundraising by us and by local voluntary organisations.

REEDHAM COMMUNITY ASSOCIATION

Pottles Lane, Reedham, Norwich, NR13 3HL

4. You agree with us to be present (by your authorised representative, if appropriate) during the whole hiring and to comply fully with this Agreement.
5. We and you hereby agree that the Standard Conditions of Hire (see below), together with any additional conditions imposed under the Premises Licence or that we deem necessary, form part of the terms of this Agreement unless we and you agree in writing.
6. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.
7. All hirers must pay invoice/s by either by BACS or through our online booking system. These are made payable to Reedham Community Association.

Signed by the person named at 2.2(b) above, duly authorised, on behalf of the Village Hall:

NAME:	DATE:
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Signed by the person named at 2.3(a) above or at 2.3(c) above, duly authorised, on behalf of the organisation named at 2.3(b) above, where applicable Agrees to this entire hire agreement and terms and conditions:

NAME:	DATE:
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This may be used in evidence should legal action become necessary.

REEDHAM COMMUNITY ASSOCIATION

Pottles Lane, Reedham, Norwich, NR13 3HL

Standard Conditions of Hire

If you are in any doubt as to the meaning of any of the Conditions, you must seek clarification from us without delay.

1. Age

You, not being a person under 18 years of age, hereby accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.

2. Supervision

During the period of the hiring, you are responsible for:

- (i) supervision of the premises, the fabric and the contents.
- (ii) care of the premises, safety from damage however slight or change of any sort; and
- (iii) the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

As directed by us, you must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

3. Use of premises

You must not use the premises (including the car park) for any purpose other than that described in the Agreement and must not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises nor allow the consumption of alcohol without our written permission.

4. Insurance and indemnity

- (i) You are liable for:
 - a) costs arising from accidental and malicious loss or damage and for loss or damage arising out of your negligence to any part of the premises including its curtilage or its contents
 - b) costs arising from accidental and malicious loss or damage and for loss or damage arising out of your negligence done to our WiFi service
 - c) all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment) and your use of our WiFi service, and
 - d) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the

REEDHAM COMMUNITY ASSOCIATION

Pottles Lane, Reedham, Norwich, NR13 3HL

premises and/or the use of our WiFi service, and subject to sub-clause 4(ii), you must indemnify us against such liabilities.

- (ii) We will take out adequate insurance to insure the liabilities described in sub-clauses 4(i)a) and 4(i)b) above and may, in our discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses 4(i)c) and 4(i)d) above. We will claim on our insurance for any liability you incur but you must indemnify us against:
 - a) any insurance excess incurred and
 - b) the difference between the amount of the liability and the monies we receive under the insurance policy.
- (iii) Where we do not insure the liabilities described in sub-clauses 4(i)c) and 4(i)d) above, you must take out adequate insurance to ensure such liability and on demand must produce the policy and current receipt or other evidence of cover to our Hall Secretary. If you fail to produce such policy and evidence of cover, we will cancel this Agreement and re-hire the premises to another hirer.

We are insured against any claims arising out of our own negligence.

5. Gaming, betting and lotteries

You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries. (Gambling Act 2005)

6. Music Copyright licensing

You must ensure that we hold relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate, you must hold such licence(s).

7. Music

You must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. This Agreement confers that permission.

8. Film

You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licences for film. This Agreement confers the required permission on you. (The Deregulation Act 2015 requires you to have our written permission to show a film).

9. Safeguarding children, young people and adults at risk

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

REEDHAM COMMUNITY ASSOCIATION

Pottles Lane, Reedham, Norwich, NR13 3HL

10. Public safety compliance

You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided, or which is attended by children. You must also comply with our health and safety policy.

You must call the Fire Service to any outbreak of fire, however slight, and give details to our Hall Secretary. **Assembly Point is outside Tennis Court gate at the Car Park.**

- (i) You acknowledge that you have received instruction in the following matters:
 - The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
 - The location and use of fire equipment. **(Include diagram of location when handing over keys.)**
 - Escape routes and the need to keep them clear.
 - Method of operation of escape door fastenings.
 - Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
 - Location of the first aid box.
- (ii) In advance of any activity whether regulated entertainment or not you must check the following items:
 - That all fire exits are unlocked and panic bolts are in good working order.
 - That all escape routes are free of obstruction and can be safely used for instant free public exit.
 - That any fire doors are not wedged open.
 - That exit signs are illuminated.
 - That there are no fire-hazards on the premises.
 - That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

11. Noise

You must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. You must, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

REEDHAM COMMUNITY ASSOCIATION

Pottles Lane, Reedham, Norwich, NR13 3HL

12. Drunk and disorderly behaviour and supply of illegal drugs

You must ensure that in order to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour:

- (i) no one attending the event consumes excessive amounts of alcohol
- (ii) no illegal drugs or items are brought onto the premises.

Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. We will ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.

13. Food, health and hygiene

You must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator and thermometer. If food is to be regularly sold and prepared in this premises, the hirer will be expected to complete all safe catering and safer food guide paperwork.

14. Electrical appliance safety

You must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided you must make use of it in the interests of public safety. Hirers bringing in any outside electrical equipment must have an up-to-date PAT test before use in the hall.

15. Stored equipment

We accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than agreed stored equipment) must be removed at the end of each hiring, or we will charge fees each day or part of a day at the hire fee per hiring until the same is removed.

We may, in our discretion, dispose of any items referred to below by sale or otherwise on such terms and conditions as we think fit, and charge you any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:

- (i) your failure either to pay any charges in respect of stored equipment due and payable or to remove the same within seven days after the agreed storage period has ended
- (ii) your failure to dispose of any property brought on to the premises for the purposes of the hiring.

REEDHAM COMMUNITY ASSOCIATION

Pottles Lane, Reedham, Norwich, NR13 3HL

16. Smoking

You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We will ask any person who breaches this provision to leave the premises. You must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire. The use of Vaping and electronic cigarettes is not allowed inside of the Village Hall.

17. Accidents and dangerous occurrences

You must report to us as soon as possible any failure of our equipment or equipment brought in by you. You must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our accident book. You must report certain types of accident or injury on a special form to the Incident Contact Centre. Our Hall Secretary will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

18. Explosives and flammable substances

You must ensure that:

- (i) Highly flammable substances are not brought into or used in any part of the premises. premises and that explosives e.g. pyrotechnics must undergo a **risk assessment** before use. All items and clothing close to explosives or flames must be flame proofed before use.
- (ii) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without our consent. No decorations are to be put up near light fittings or heaters.

19. Heating

You must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent. You must not use portable liquefied propane gas (LPG) heating appliances. All heating appliances **must** be turned off before leaving the building. If appliances are left on after hire, then the hirer will be contacted by the secretary.

20. Animals

You must ensure that only animals allowed in the hall are Guide dogs, Hearing dogs and assistance dog owners are allowed on the premises. All animal waste must be put in the dog waste bins and **NOT any of the village hall bins**. All animals on the field must be kept on a lead at all times, other than for a special event agreed to by the Village Hall.

REEDHAM COMMUNITY ASSOCIATION

Pottles Lane, Reedham, Norwich, NR13 3HL

21. Fly posting

You must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and must indemnify and keep indemnified us accordingly against all actions, claims and proceedings arising from any breach of this Condition. If you fail to observe this Condition you may be prosecuted by the local authority. All posters and advertisements **must be agreed** with the management committee before being put up, if not the management committee have right to remove them.

22. Sale of goods

You must, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, you must ensure that the total prices of all goods and services are prominently displayed, as must be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

23. WiFi Services

When using the WiFi service you agree at all times to be bound by the following provisions:

- (i) not to use the WiFi service for any of the following purposes:
 - a) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;
 - b) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;
 - c) interfering with any other persons use or enjoyment of the WiFi service
 - d) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner;
- (ii) to keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.

24. Termination of the WiFi service

We have the right to suspend or terminate our WiFi service immediately in the event that there is any breach of any of the provisions of these Standard Conditions including without limitation:

- (i) if you use any equipment which is defective or illegal;
- (ii) if you cause any technical or other problems to our WiFi service;
- (iii) if, in our opinion, you are involved in fraudulent or unauthorised use of our WiFi service;
- (iv) if you resell access to our WiFi service; or
- (v) if you use our WiFi service in contravention of the terms of these Standard Conditions.

REEDHAM COMMUNITY ASSOCIATION

Pottles Lane, Reedham, Norwich, NR13 3HL

25. Availability of WiFi Services

- (i) Although we aim to offer the best WiFi service possible, we make no promise that the WiFi service will meet your requirements. We cannot guarantee that our WiFi service will be fault-free or accessible at all times.
- (ii) It is your responsibility to ensure that any WiFi enabled device used by you is compatible with our WiFi service and is switched on. The availability and performance of our WiFi service is subject to all memory, storage and any other limitations in your device. Our WiFi service is only available to your device when it is within the operating range of the main hall.
- (iii) We are not responsible for data, messages, or pages that you may lose or that become misdirected because of the interruptions or performance issues with our WiFi service or wireless communications networks generally. We may impose usage, or service limits, suspend service, or block certain kinds of usage in our sole discretion, to protect other users of our WiFi service. Network speed is no indication of the speed at which your WiFi enabled device or our WiFi service sends or receives data. Actual network speed will vary based on configuration, compression and network congestion.

26. Privacy and Data Protection

- (i) We may collect and store personal data through your use of our WiFi service.
- (ii) We may process all information about you which is provided in relation to our WiFi service in accordance with your legal rights under the Data Protection 1998 and solely for the purposes of offering the WiFi service.
- (iii) By using our WiFi service, you agree to the terms of this clause 26. If you would like more information or object to anything in these conditions, you should speak to:
[Rebecca Bradbury]
- (iv) When using the WiFi service the Hirer agrees at all times to be bound by the following provisions:
 - a) not to use the WiFi service for any of the following purposes:
 - i. disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;
 - ii. transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;
 - iii. interfering with any other persons use or enjoyment of the WiFi service; and
 - iv. making, transmitting or storing electronic copies of material protected by copyright without permission of the owner

REEDHAM COMMUNITY ASSOCIATION

Pottles Lane, Reedham, Norwich, NR13 3HL

- b) to keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.

27 Bouncy Castles and other play inflatables

Reedham Community Association cannot take any responsibility for damage or injury occurring as a result of misuse or reckless. It is the responsibility of the sole hirer to ensure that all possible steps are taken to avoid injury to users and damage to the equipment, and proper supervision and monitoring.

27. Cancellation

If you wish to cancel the booking before the date of the event and we are unable to conclude a replacement booking, we may, in our complete discretion, return the deposit or require payment of the hire fee.

We reserve the right to cancel this Agreement by giving you written notice in the event of:

- (i) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- (ii) our reasonably considering that (a) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (b) unlawful or unsuitable activities will take place at the premises as a result of this hiring;
- (iii) the premises becoming unfit for your intended use;
- (iv) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case you will be entitled to a refund of any deposit already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

28. End of hire

You are responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise we may make an additional charge.

29. No alterations

You must not make any alterations or additions to the premises nor install or attach any fixtures or placards, decorations or other articles in any way to any part of the premises without our prior written approval. In our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless you remove them and you must make good to our satisfaction any damage you cause to the premises by such removal.

REEDHAM COMMUNITY ASSOCIATION

Pottles Lane, Reedham, Norwich, NR13 3HL

30. No rights

This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.

31. Reedham Community Association owned items

Hirer to provide own tea towels, own sharp knives and drink/food other than when hiring the village hall bar. The hirer will be entirely responsible for the use/storage of sharp knives on Reedham village hall premises. If the hirer wish to borrow items owned personally by the Reedham Community Association, permission must be sought. If items return damaged or in bad condition then a charge will be made for replacement.

32. Payment

Hirers will be charged for what equipment, space and sometimes electricity or water they use for each individual hire. Regular Hirers are expected to pay fees monthly either by cash, BACS to Reedham Community Association or through the online booking system. Invoices will be sent to hall hirers monthly and any queries with an invoice must be made within 7 days to the Booking Clerk, if it is not done within 7 days then unless special circumstances occur then the invoice will not be altered. All invoices must be paid within 30 days if not the hirer will be charged the reference rate each week (8%) for every week the invoice is overdue. The committee have the right to cancel future bookings and increase charges for late hire if invoices have continued to not be paid on time.

(This Hire Agreement is kept by the Chairman & Secretary)

REEDHAM COMMUNITY ASSOCIATION

Pottles Lane, Reedham, Norwich, NR13 3HL

Appendix 1

Opening and Closing the village hall

The village hall keys will be available from Reedham Community Association

and after locking up, must be returned there immediately.

The village hall will be opened for your hiring by Reedham Community Association and will be closed for you at the time you have indicated.

Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period.

Please telephone (01493) 701107 in 07472 272484 case of difficulty.

Guests are expected to vacate the premises within 15 minutes of the end of a licensed period. After midnight (unless the event is New Year's Eve) only those helping to clear up the village hall should be on the premises. Failure to comply with this will result in forfeiture of your deposit.

Safety

The village hall has a No Smoking, Vaping or E-cigarettes Policy.

In the event of a fire, the village hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999. Assemble at Tennis Court at the car park end.

The location of telephone is the Foyer, fire exits, and fire extinguishers must be noted before the village hall is occupied, and the manner of opening Fire Doors should be made known to your guests. (A sketch plan showing these is shown on the following page).

Please use the trolleys provided for moving chairs and tables in order to avoid injury. Please stack chairs in piles of 8 & tables in trolleys and place them back in the storeroom.

A first aid box is located in "kitchen"

Power Circuits/Heating

For the main hall the heating controls are located next to in halls next to foyer door and Glover Lounge there are heaters on the wall. Do not adjust individual heaters as this will result in the village hall being too cold or hot for subsequent users. The heating are not timed to turn off, please ensure that they are all turned off before you leave. Please warn your guests, band or disco of this.

REEDHAM COMMUNITY ASSOCIATION

Pottles Lane, Reedham, Norwich, NR13 3HL

Car Parking

The lane leading to the village hall is a public road and this must not be obstructed. The village hall car park will accommodate a good number of cars if they are parked sensibly.

Any overflow may park on the grassed area next to tennis court only. Cars are not allowed on playing field unless given permission from the management committee.

Consideration for Others

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

Please do not use drawing pins or cello tape on the walls/tables only on notice boards, use Blue/White-Tack if you need to put up decorations. Do not fix decorations near light fittings or heaters.

Please leave the village hall clean and tidy and leave waste in the bins outside or take it home. In particular we ask you to ensure table tops are wiped clean before being stacked in the store room.

Faults/ Damage/ Comments

Please report any faults or damage to the secretary as soon as possible so that they can be rectified quickly. The Management Committee welcome comments or observations that you may have about your hire of the village hall.

REEDHAM COMMUNITY ASSOCIATION

Pottles Lane, Reedham, Norwich, NR13 3HL

Location and Use of Fire Equipment for Hirers

First AID Kit

Main Hall
Foyer
Kitchen

Car park Area

Tennis Court is the Fire Assembly

