

NORTH HAYLING RECREATION HALL
CONDITIONS OF HIRE

(registered charity No. 270849)

C/O Mrs L King
55 Oakwood Road
Hayling Island, Hampshire, PO11 9AY
Tel: 02392 466464
Email: northhaylingrecreationhall@gmail.com

Please complete this form and return it to the address above. By signing and returning this form you agree to the conditions of hire as detailed. The hirer must be 18 years or older to hire the hall.

Date Required:..... Time during which the hall is required:

Name and address of hirer and representative person:.....
.....

Contact phone number:Email:.....

Please state the purpose of this hire of the hall?.....

Approximate number of people expected to attend the function?

Will there be music played at the function: YES / NO If so state nature of music:

Will there be any entertainment provided at the function: YES / NO

If so state what:.....

Will alcohol be provided at the function: YES / NO If so will alcohol be sold (you will need written consent of the charity and to apply to Havant Borough Council for an appropriate license.

Will you require the oven? YES / NO Please be aware, if not left in a clean and tidy manner, a cleaning fee will be charged.

The hirer agrees that:

- ✚ Adequate supervision of any function involving young persons must be maintained throughout the hire.
- ✚ All music **MUST** be plugged into the sound limiter (the plug is on the back wall of the stage). The sound limiter **MUST** be used at all times as this is part of your contract with us and are the conditions of our license.
- ✚ All music must stop at 11.00pm sharp
- ✚ Tables and chairs (on trolleys) put back in store room.
- ✚ The hall will be locked up by 12.00 midnight and vacated in a clean and tidy manor. The keys are to be returned as per arranged.
- ✚ Any breakages /damage to the hall or it's contents will be charged to the hirer.

Please advise your music provider in advance of the booking that the sound limiter must be used. We appreciate your assistance in this matter.

Safeguarding policy:

The hirer is responsible for the safeguarding of all people in the hall at the time of their hire period.
The hirer will take all the necessary steps regarding safeguarding for any children in the hall
E.g The need for DBS checks for adults working with the children at the hall where appropriate.

Complains Policy:

All complains regarding the hall its self shall made in writing to the hall trustees
Complaints made about a person or person's will be made in writing to the hall trustees who will pass the compliant to the appropriate authorities E.g. Police, social services etc....

Signature of hirer: Name of hirer:

Date: