

PEACE MEMORIAL HALL CODICOTE

Registered Charity 302356

25 Poynders Meadow
Codicote

Tel: 01438 821930

Dear

Date of Hire: Saturday, from 6.00pm to mid-night
Hire Charge: £85.00 plus £25.00 to hire the cleaner (optional)

Thank you for booking the Peace Memorial Hall for your function. The Management undertake to provide you with access to the kitchen area, toilet facilities and cloakroom, together with use of the tables and chairs.

*To ensure that the Hall continues to act as a focal point for social functions in Codicote, the Management would ask you to read the following Conditions of Hire and ensure they are adhered to. In particular we would draw your attention to **Points 1, 2, 3 and 4** of the Conditions of Hire and would stress that these are conditions laid down by North Herts District Council and not by the PMH Management Committee.*

We ask that the Hall is left clean and tidy and in the condition it was hired in, including ensuring the toilets, kitchen and floors are clean, stacking all tables and chairs in the storage cupboards and depositing all litter in the dustbins provided or in suitable containers should the bins prove insufficient. Any litter or mess outside the Hall is to be cleared up on the night.

Alternatively, for an additional charge of £25.00, our Caretaker will clean the Hall on your behalf (please see the attached guidelines). If you wish to take advantage of this service, please let me know and I will make the necessary arrangements.

Two cheques should be presented with the Booking Form; one for the hire and the second for £50.00 being the deposit, which will not be cashed provided the Conditions of Hire are applied to or unless the Management receive any justified complaints. Should notice of cancellation be given, the hire charge will only be reimbursed if the Hall can be re-booked. Any reimbursement will be at the discretion of the Management.

Please sign and return the attached slip together with your cheques, confirming that you understand and will abide by the Conditions of Hire. Receipt of your cheques is required by _____ ; however, should you decide you no longer require the Hall, please advise me accordingly.

Finally, the Management hope you and your guests have a very enjoyable time.

Yours sincerely

Mairi Watts
Booking Secretary

CONDITIONS OF HIRE

- 1 *The proper and orderly use of the Hall, including observance of any Licensing Regulations or other legal requirements governing such use. A copy of North Herts District Council's 'Public Entertainment Regulations and Conditions 2002' is displayed on the notice board in the Hall for your information.*
- 2 *The **sale of alcohol** and the **playing of music** must **finish** at **11.30pm**; there is a penalty of a fine of up to £3,000 or up to six months imprisonment for not adhering to this condition as per NHDC Licensing Conditions*
- 3 ***All doors** are to be kept **closed** unless in use; there is a penalty of a fine of up to £3,000 or up to six months imprisonment for not adhering to this condition as per NHDC Licensing Conditions*
- 4 *In accordance with NHDC's Public Entertainment's License, **all functions** must **finish** by **mid-night** and guests asked to leave the premises quietly.*
- 5 *Advise guests/others in the Hall of the whereabouts of all Fire Exits and an emergency procedure. The Management suggest that in the event of an evacuation, people meet at a designated assembly point, eg outside the 'La Marina' fishmongers which is situated to the left of the Hall on the High Street. At the commencement of your hire period, you/your representative should walk round the outside of the Hall to ensure that there are no obstructions to the fire exits and their pathways. NHDC also request that curtains are not drawn across the emergency exits and are free from all obstructions.*
- 6 *If you are selling tickets for an event, a Supervisor should be appointed prior to the event to be responsible for the above procedures should an emergency occur. The Supervisor should also be responsible for regulating the number of people in the Hall and identifying anyone not accounted for after an evacuation. In the event of a professional/paid Door Supervisor being employed for your event, it is your responsible to ensure that he/she holds a licence from the Security Industry Authority.*
- 7 *No more than **150** persons, excluding bar staff and supervisory and/or entertainment personnel, shall be in the Hall at one time. This figure is in accordance with the Hall's Public Entertainment's License, which is issued annually by NHDC and is an absolute maximum.*
- 8 *All persons under the age of eighteen shall be supervised by a responsible adult and in accordance with all Licensing Regulations.*
- 9 *Caterers should be made aware that there are no refrigeration or cooking facilities in the Hall.*
- 10 *The Hirer will be responsible for any damage done to the Hall and its contents, including any breakage or loss. Any such damage must be reported to myself immediately after the letting. The Management reserve the right to deduct any cost of repair, additional cleaning, etc, whether inside or outside, relating to the hire of the Hall, from the deposit made at the time of the booking.*
- 11 *Nothing should be driven into the walls, doors, floors, or any fittings without the express permission of the Management. When fixing decorations to the walls, please use Blu Tack and **not** Sellotape.*
- 12 *The use of '**Party Bombers**' is strictly forbidden as the dye from these stain the floor and is very difficult to remove. If they are used you will loose your deposit.*
- 13 *The Management reserve the right to refuse any application received for the hire of the Hall or refuse admission to an individual, without assigning any reason.*
- 14 *All doors are to be locked, windows closed and lights switched off when the hirer leaves the premises.*

I understand and agree to abide by the Conditions of Hire set out by the Peace Memorial Hall Management and enclose **two cheques made payable to 'Peace Memorial Hall' for **£85.00** being the hire charge and another for **£50.00** as deposit.*

I understand that should the Hall not be left in a clean and acceptable condition, a cleaning charge will be deducted from my deposit of £50.00.

I understand and agree to abide by the Conditions of Hire set out by the Peace Memorial Hall Management. I wish to employ the services of the Caretaker and enclose a cheque for **£25.00 made payable to '**G Robertson** together with **two** cheques made payable to '**Peace Memorial Hall**' for **£85.00** being the hire charge and another for **£50.00** as deposit.*

I understand that should the Hall not be left in accordance with the 'Guidelines for Cleaning the Hall', a charge will be deducted from my deposit of £50.00.

The named person responsible for ensuring that Points 1, 2, 3 and 4 are adhered to is

..... (Please print)

My Cheque Guarantee Card No is Expiry Date

Signed Dated

Name: (please print)

Date of Event:

**Please delete as appropriate*