

**1<sup>st</sup> MUCH HADHAM MANAGEMENT COMMITTEE**  
**(A Registered Charity) XR39259**

**APPLICATION FOR HALL HIRE**

HIRERS NAME;

ORGANISATION:   
(If applicable)

ADDRESS;

CONTACT TELEPHONE NUMBERS;

DATE(S) REQUIRED;

START AND FINISH TIMES;

PURPOSE OF HIRE;

(Children's party, private party, recreation/sport, other (please specify) ;

MUSIC;   
(Live, Disco, Own equipment)

WILL ALCOHOL BE ON SALE ON THE PREMISES?   
(Hirers are wholly responsible for obtaining the relevant License)

**DEPOSIT REQUIRED: A DEPOSIT OF £10 IS REQUIRED FOR ALL BOOKINGS WHICH IS PAYABLE AT THE TIME OF BOOKING AND DEDUCTED FROM FINAL BILL UNLESS PAYMENT IS MADE IN FULL AT TIME OF BOOKING.**

**PAYMENT TERMS;**

**For single hires**, payment must be made in full two weeks before the date of hire. Via cash, cheque or bank transfer. **SEE WEBSITE FOR CURRENT RATES.**

**BANK DETAILS; ACT NO; 01778314. SORT CODE; 30-94-17. Reference; HIRE (plus surname).**

**Regular contract hires**

(A minimum of 6 sessions during the year – payment to be made in advance).

**BOOKINGS SECRETARY;**

Mrs Jackie Johns  
79 Windmill Way, Much Hadham, Herts. SG10 6BQ

Tel; 07947 257382      Email; jljhns6@aol.com

**EQUIPMENT;** the following is included in the hire charge & is available;

Tables, Chairs & Crockery; cups, saucers, glasses & side

**Additional hire;**      Hot water Urn  
   Large BBQ

(A small additional charge of £5 can be made for the use of either of the above)

## TERMS AND CONDITIONS OF HIRE

- *If the Hirers wish to provide their own bar, they will need to give a Temporary Event Notice to the Licensing Authority.*
- *The sale by retail of alcohol is permitted for consumption ON the premises only*

**Other licensed events:** In order to hold a licensable activity not covered by the Scout Halls Premises Licence, a Temporary Events Notice will need to be applied for to the licensing authority. **The Hirer must obtain consent from 1<sup>st</sup> Much Hadham Committee before submitting a Temporary Events Notice because there is a limit to the number of Temporary Event Notices which can be granted annually for the premises.**

### 8. OBTAINING ACCESS

The Hirer can collect the key from the KeySafe box that is situated on the outside of the Scout Hut door. The code will be notified to you upon approval of your booking

**The key must be returned immediately to the KeySafe box after the event.**

*Please telephone the booking secretary in case of difficulty.*

### 9. CONDITIONS OF HIRE

#### Rights

1<sup>st</sup> Much Hadham Management Committee reserves the right to terminate or refuse a booking.

#### Safety

The Hirer agrees with 1<sup>st</sup> Much Hadham Management Committee to be present during the hiring of the Hall and to comply fully with this Hire Agreement.

The Health and Safety of those using the 1<sup>st</sup> Much Hadham Scout Hut is the responsibility of the Hirer.

The Village Hall has a strict '**No Smoking**' policy within the building or its grounds.

If you are moving equipment etc., please be careful to avoid injury.

#### Location of Fire Equipment and Fire Exits

The location of exits and different types of fire equipment are clearly marked in the Hall.

Hirers should familiarise themselves with the exact location of the fire exits and the different types of fire extinguishers before the scout hut is used. Fire doors method of opening should be noted and escape routes must be kept clear of obstructions at all times.

In the event of a fire, the hall must be evacuated in an orderly manner using the appropriate exits. The Fire Brigade should be called by dialling 999. **Hirers of the hall are advised to bring their own fully charged mobile phone for use in an emergency.**

A First Aid Box and Accident Report book is also located in the kitchen.

#### Heating

Heating is controlled by warm air fans which are located in the main hall. Please adjust the temperature in the hall using these. Please do not touch the boiler controls in the kitchen.

#### Car Parking

The 1<sup>st</sup> Much Hadham Scout Hut does not have its own parking area. Parking along one side of the main road or Oudle Lane only, to avoid obstructing other users.

### **Consideration for others**

Please ask 1<sup>st</sup> Much Hadham Scout Hut users to leave quietly at the close of your event. Car doors banging and loud talking are disturbing to local residents especially late at night.

You may post notices on the notice board provided on the outside of the building but please do not remove existing notices. If you need to put up notices or decorations on the walls, please only use Bluetack.

### **Cleaning**

The Scout Hut must be cleaned after every event otherwise a cleaning charge will be made. Floors should be swept and kitchen counters to be wiped down, and all glasses and crockery to be put away. All rubbish to be put in bin bags and placed in the bins provided outside the scout hut or taken home for recycling. There are no recycling facilities at the scout hut. In particular we ask that you ensure table tops are wiped clean before being stacked away.

**Please note that the hall will be checked after each event and an additional cleaning charge (min £15) will be made if extra cleaning is necessary**

### **Faults/Damage/Comments**

Please report any faults or damage to the bookings organiser as soon as possible so that they can be rectified quickly. The 1<sup>st</sup> Much Hadham Management Committee welcomes constructive comments or observations as well as any complaints you may have about your experience of hiring the Hall.

None of the provisions of this agreement is 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 a party to this agreement.

**10. It is hereby agreed that the Standard Conditions of the Hire shall form part of the terms of this Hiring Agreement, unless specifically excluded by agreement in writing between the 1<sup>st</sup> Much Hadham Management Committee and the Hirer.**

**Signed on behalf of 1<sup>st</sup> Much Hadham Management Committee**

**Signed by the Hirer:**

**Date:**

**Please return a hard copy of this form ASAP with the £10 deposit to the booking secretary.**