BOOKING AGREEMENT DORMANSLAND WAR MEMORIAL COMMUNITY HALL

Parties: The Trustees and management of Dormansland War Memorial Hall ("DWMH") and the Hirer

Contact Details: Adrienne Brady at dwmhtrustees@gmail.com

Please include a reference to Booking Confirmation in the Heading.

Hirer Details: Jacqui O'Sullivan, Parish Clerk

Tel: 07395 323456 Email: parishclerk@dormansland.org.uk

Address:

Dates and Time Booked: June to September 2024. See below for dates. Times as per email.

(Please note that the period of hire should include time to setup and clear away.)

Activity: Class/Meeting/Other: Parish meetings

Brief Description of the Activity/Event:
Planning Meetings and Full Council Meetings of Dormansland Parish Council.

Furniture and Equipment Requirements:
Tables and Chairs

Area including Kitchen and Toilets	**Cost/hour**	**Total Hours**	**Total**
Main Hall	£ 15.00	n/a	£ -
Jubilee Room	£ 12.00	13.25	£159.00
Bar Area	£ 10.00	n/a	£ -
Youth Rooms			
Refundable Deposit (held against damage, cleaning and return of keys.)			n/a
Total Payable by BACs			**£159.00**

Payment Due On or Before: Monthly at the beginning of each month.

Single/Repeat Payment:

5th, 19th June	**3.75 hours @ £12.00/hour**	**£45.00**
3rd , 10th, 31st July	**4.75 hours @ £12/hour**	**£57.00**
21st August	**1 hour @ £12/hour**	**£12.00**
4th, 11th September	**3.75 hours @ £12.00 per hour**	**£45.00**

BACs Details:	**Additional Comments:**
Sort Code: 52-41-12	
Account: 42129796	
Payee: Dormansland War Memorial Hall	
Reference: Parish Clerk	

CONDITIONS OF USE

Cleaning: the Hall will be used on a regular basis: unless agreed with DWMH (for example, where the Hirer will pay cleaning costs) the Hirer agrees to leave the Hall in a fit state, secure and clean, for any subsequent hirers. The extent of any cleaning obligations will reflect the proposed activity. Please make sure that you do not scuff the floor of the Hall, in particular, with any equipment brought into the Hall. Long brushes and mops etc are available, on request.

Insurance: see the standard terms and conditions: DWMH insures the Hall and the Trustees. Hirers should have their own insurance for any relevant activities.

General Equipment terms: see the standard terms and conditions.

Damages: the Hirer must notify DWMH of any damages to the building, any equipment, any items, including in particular the floor of the Hall (whether or not caused by the Hirer). DWMH reserves the right to recover any costs it incurs as a result of any damage caused.

Children: see the standard terms and conditions: the Hall is a Hall for All, and so everyone is very welcome. The Hirer agrees to ensure that all children are kept safe and properly supervised at all times while inside the Hall.

Food and drink: the Hall has a kitchen, with a fridge/freezer, a microwave and small oven with hob. If the Hirer wishes to serve food, the terms of usage need to be discussed and agreed in advance, including any additional costs. Under no circumstances should food be left in the Hall overnight. If the Hirer proposes to serve alcohol, it may require a temporary licence to do so (usually referred to as a TENS Licence). Unless agreed in advance with DWMH, it is the Hirer's responsibility to obtain a TENS licence. Details of the process can be found via www.gov.uk (once on this website, enter "Temporary event notice form").

Car park usage: we have a large car park: while it is on private land, it is open to the public, and so if you are intending to use the car park, you should do so at your own risk.

Hall furniture and equipment: the Hall has certain equipment, such as a music system, tables, large numbers of chairs, glasses and cutlery, hot water urns: if the Hirer wishes to use these items, this will need to be agreed in advance. Equipment should be left in the same condition and back in place as found.

Access: the Hirer will agree with DWMH how best to arrange access to the Hall, and how to ensure the Hall is secured after leaving the Hall.

Please indicate your agreement to these terms and the associated terms and conditions by replying to this email, indicating consent, or by returning a complete version with an e signature.

Signed for and on behalf of the Hirer

…… ***Date…….***