

Wadhurst Institute, Hall and Field

(Charitable Incorporated Organisation 1169908)

HIRING APPLICATION

Before completing this application, check availability with the Bookings Secretary (see over) or online at www.wadhurstcommemorationhall.org/booking Please read the 'CONDITIONS OF HIRE' (overleaf), especially Conditions 1 and 2(d). This booking is not confirmed until a 'CONFIRMATION OF HIRING' form has been issued.

Please write clearly and complete all sections.

Name of person responsible for this booking (Hirer):

Address:

Postcode: Telephone number (daytime): (evening):

Email**: ** if an email address is given, confirmation and invoice will be sent that way

Organisation represented (unless private booking):

Is your organisation a Religious organisation, an Ex-Servicemen's Association or a Registered Charity? YES NO

Premises required (indicate ONE only): **HALL** **ORCHARD ROOM** **COMMITTEE ROOM**

Purpose of Hire (see *CONDITIONS OF HIRE* overleaf):

Date(s) required. Please list separately **EVERY** session requested. **The building will be opened at the first time indicated.**

Day	Date (dd/mm/yy)	start and finish times			Day	Date (dd/mm/yy)	start and finish times			
		Morning am - am	Afternoon pm - pm	Evening pm - pm			Morning am - am	Afternoon pm - pm	Evening pm - pm	

Please tick boxes for any additional requirements:

- Public address system (fee £2) Stage lighting (fee £5) (unattended fixed setting)
- Rostra (fee £2 each) (hirer to assemble and remove) (Rostra are one meter square with 12inch or stage-height legs) Number required (max.12)
- Projection equipment, you **MUST** enter the name of a person specifically authorized by this charity:
- Projector (fee £30) Screen (fee £20) see condition 4(k) overleaf.

For legal reasons, if you are planning a **PUBLIC ENTERTAINMENT** or intend to serve/sell **ALCOHOLIC DRINKS**, you **MUST** sign the declaration overleaf.

In the **HALL**:

Heaters may be turned on if required (rotate knobs anti-clockwise). Please ensure that all heating is turned OFF after use.

Chairs must be re-stacked along the sides of the hall after use. **Tables** must be re-stacked in the racks after use.

Hearing Loop instructions are in the entrance lobby; please switch off after use.

Hirers use all equipment, including ladders and kitchen facilities, entirely at their own risk.

DECLARATION BY HIRER

Nominated Fire Steward:

I have read and agree to observe and perform the provisions and stipulations contained, or referred to, in the Management Committee's 'CONDITIONS OF HIRE' (overleaf), together with any special conditions that the Management may set out in writing when this booking is confirmed. Furthermore, I understand that where an organisation is named, that organisation shall also be considered the hirer and shall be jointly and severally liable hereon with the person who signs this form.

Signed by the Hirer: Date:
(whose name and address is entered above)

PLEASE NOTE THAT WHEELCHAIR ACCESS IS ONLY THROUGH THE HALL MAIN ENTRANCE, there is no disabled access to other parts of the premises.

When completed, this form must be delivered or posted to:

The Caretaker, The Institute, High Street, Wadhurst TN5 6AP

Confirmation and Invoice will be sent about one month before your event.

Wadhurst Institute, Hall and Field

CONDITIONS OF HIRE

1. Bookings

- (a) All bookings must be made on this HIRING APPLICATION form. You should first check availability, etc., with the **Bookings Secretary** by phone **01892 458 456** or **jbush@talktalk.net** or online at **www.wadhurstcommemorationhall.org/booking**
- (b) Dances or discos are only permitted if held by invitation. Admission tickets must not be sold at the door.
- (c) Applications are NOT confirmed until a "CONFIRMATION OF HIRING" form has been issued.

2. Responsibilities

The Management shall not be responsible for any loss or damage to any property arising out of the hiring nor for any loss, damage or injury which may be incurred by, or be done or happen to, any person or persons resorting to the premises during the hiring, arising from any cause whatsoever. Neither shall the Management be responsible for any loss due to any failure of supply or leakage of electricity, water or gas, fire, or Act of God, which may cause the premises to be temporarily closed, or the hiring to be interrupted, terminated or cancelled. The Hirer shall indemnify the Management against any claim which may arise out of the hiring, or which may be made by any person resorting to the premises during the hiring, in respect of any such loss, damage or injury. Hirers are responsible for ensuring that they have adequate insurance cover for their activity.

HALL HIRERS ARE REQUIRED TO READ THE HEALTH AND SAFETY & DISABLED NOTICES DISPLAYED IN THE ENTRANCE LOBBY AND KITCHEN.

You are advised to carry out a risk assessment for your activity and record any accidents in the book provided irrespective of seriousness.

The Hirer will be responsible during the period of the hire for:

- (a) supervision of the premises, the care and safety of the fabric and contents and their preservation from damage, however slight, or change of any sort
- (b) the safety and behaviour of all persons using the premises, including nominating a responsible person (**named overleaf as Nominated Fire Steward**) who must become familiar with fire equipment and fire escape routes. **In the event of an emergency evacuation from the ORCHARD ROOM, the fire escape door must be attended by the Fire Steward in order to ensure that the passageway remains clear for those leaving from the History Society escape door.**
- (c) ensuring that **music ceases at 11.45 p.m.**
- (d) conforming strictly to the local By-Laws and to the conditions of the PREMISES LICENCE posted at the entrance to the Hall. Hirers shall indemnify the Management and the Licence Holder against any penalty imposed for any breach of any such condition. **Hirers proposing to use the Hall for public entertainment or to serve/sell alcoholic drinks must sign the declaration below. Failure to sign may lead to prosecution.**

3. Charges

The Hirer will be charged in accordance with the current 'Hire Charges' (listed below), including those sessions used for the preparation or clearing of the premises.

- (a) All bookings of the Hall may be subject to the payment of a deposit.
- (b) The deposit will be repaid to the Hirer within 28 days of the end of the hiring less the cost of rectifying any damage caused to the premises and/or the contents thereof during, or as a result of, the hiring.
- (c) Notwithstanding any deposit paid, the Hirer shall indemnify the Management for the cost of repair of any damage done to any part of the property, including the curtilage thereof, or the contents of the buildings during, or as a result of, the hiring.
- (d) A session cancelled less than 28 days from the date of hire may incur a fee of half the hiring cost. A session cancelled within 7 days of the date of hire may incur the full hiring cost.

4. General conditions

- (a) Safety regulations, such as keeping all exits clear, must be adhered to. The placing of any objects across fire exits is strictly forbidden.
- (b) The setting-out of chairs, tables or any other furniture is the responsibility of the Hirer. **Maximum permitted seating capacity on the HALL floor is 196.** Wheelchairs must be positioned near the main exit. The maximum capacity of the ORCHARD ROOM is 30, and of the COMMITTEE ROOM is 20.
- (c) Hirers must provide their own crockery and cutlery. Items available in the kitchen must be returned complete and clean to their original positions. Cleaning materials may not be available. Any breakages must be reported to the caretaker and will be charged for.
- (d) At the end of the hiring period, the Hirer must:
- leave the premises and surrounds in a clean and tidy condition;
 - replace any chairs, tables or other items to their usual position;
 - ensure that **all lights, heaters and kitchen equipment are turned off**, otherwise the Management may make an additional charge;
 - notify the Caretaker of any damage or deficiencies.
- (e) The Hirer shall not use the premises for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything that may endanger the same or affect any insurance policies in respect thereof. The Hirer shall not sub-let the premises.
- (f) **Smoking is not permitted in or around any buildings.**
- (g) French chalk, or any similar substance, must not be applied to the floor of the Hall. **Drawing pins and adhesive substances (e.g. sticky tape, 'Bluetack') must not be used on the walls.** Nothing must be pinned to the curtains.
- (h) Hirers are responsible for the proper removal of all items brought into the premises (e.g. in the case of a Jumble Sale, all unsold items) and for the proper removal and disposal of all rubbish. Rubbish must NOT be left outside the building, but may be put in the container provided in the side passage (unless it is full).
- (i) **Hirers use all equipment, including ladders and kettles, entirely at their own risk.**
- (j) In case of any difficulty or complaint, Hirers should refer without delay to the Caretaker (01892 783 064). If the matter cannot be resolved after contacting the Caretaker, it should be reported in writing to the Secretary at Sunnybank, Lower High Street, Wadhurst TN5 6LP.
- (k) Projection equipment may only be used by persons specifically authorized by this charity, and attracts the charge shown below. **Damage to the screen will incur a penalty charge of up to £3000 which will be vigorously enforced.** No one is allowed on the stage when the screen is lowered except the person authorised to operate it.

PREMISES LICENCE DECLARATION

It is the Hirer's responsibility to ensure that when alcoholic drinks are served/sold

- (a) no nuisance is caused to persons neighbouring the premises;
- (b) instructions for persons serving/selling alcoholic drinks are understood and adhered to. These instructions are that no drinks may be served to any person who is drunk, disorderly or aggressive, or sold to or sold for consumption by persons less than 18 years of age. Any person who appears to be under 18 years of age must be asked to produce proof of age.
- (c) people leave the premises in a quiet and orderly manner;
- (d) no one under the age of 18 years is admitted unless accompanied by an adult.

I understand and accept these conditions, and undertake to indemnify the Licence Holder if they are breached. I intend to serve/sell alcohol on consecutive day(s).

Signed: Name in FULL: Date:

HIRE CHARGES

Charges are **per Session** (Morning 8am-1pm, Afternoon 1pm-6pm, Evening 6pm-midnight), and include the use of electricity, water, gas, and heating.

HALL: Saturday evening	£70	Use of PA system	£2 , stage lighting	£5 , rostra	£2 each	ORCHARD ROOM:	£20
Saturday morning or afternoon	£60	Use of projection equipment					
Any other session	£50	Use of screen only				COMMITTEE ROOM:	£10

A discount is given to Religious Organisations, Ex-Servicemen's Associations, and Registered Charities connected with the Parish of Wadhurst.

Special rates are available for contract letting and for users who book more than 20 sessions a year. There is no charge for the Wadhurst branch of the Royal British Legion.

Charges for hiring by persons/organisations from outside the Parish of Wadhurst, and commercial bookings, will be at the discretion of the Management.