



Conditions of Hire, Charges & Booking Application Form

Badingham Village Hall

Hire period availability:	All days	09:00 to 23:00
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Hire rates (£/hr):		Residents & charities	Non-residents
	Meeting room including tea room	£9	£11
	Main hall including tea room	£11	£13
	Main hall and meeting room incl. tea room	£18	£22
	Catering kitchen	£5	£5

Weddings (set charge):	All rooms and facilities for the day including afternoon of day before.	£350
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	The Hirer is responsible for full tidy and clean-up OR an additional clean-up charge will apply.	£30
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Hire fee concessions:	Events where the proceeds are for the benefit of the village hall.	100% discount
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Damage deposits:	Single event (excluding weddings)	£100
	6 monthly/annual hire	£300
	Wedding or similar event	£250

Alcohol sales licensing:	The hirer must arrange for a Temporary Event Notice with East Suffolk Council at least ten clear working days before the date of hire. Sales of alcohol, whether included in a ticket price or otherwise require a licence.	
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Conditions of Hire:

- A deposit of 25% of the hire cost is required to secure the date of hire within 7 days of the booking being accepted. Payment in full is due 21 days before the date of hire.
- In the event of cancellation the deposit will not be returned.
- All hirers should leave the hall and its grounds in a clean, tidy and uncluttered condition and the floor swept. This includes ensuring all crockery, cutlery and glassware is clean and put away.
- Hirers must advise at the time of booking if outside caterers are being used. Any additional time needed for setting up and clearing away may incur an extra charge. The hall's crockery, cutlery and glassware may be used by outside caterers by prior arrangement only.
- All non-recyclable rubbish including food waste should be placed in the grey-lidded bin outside. Paper, card, cans and tins can go in the blue-lidded bin. However, **GLASS must be removed from the premises for recycling by the hirer.**
- The hirer of the hall, whether an individual or an organisation, is to be held responsible for damage to the hall and property during the preparation of, and duration of, the hire.
- The cost of any damage will be billed to the hirer, less the paid deposit. Any extra cleaning costs will be deducted from the damage deposit.
- All electrical appliances and lighting to be checked and turned off when vacating the hall.
- All electrical equipment, including extension leads, taken into the hall must have a valid PAT test certificate.
- All public functions and private functions must end at 23:00 and the hall evacuated by midnight unless previously agreed.
- The hirer agrees to comply with the Conditions of Hire including any imposed by East Suffolk Council and take all reasonable precautions for the safety of the public and performers.
- Nothing will be fixed by any means to any surfaces which could damage the paintwork or other finishes.

BACS Details:

Sort code **60-83-01 (Unity Trust Bank)**

Account no: **20488204**

Account Name: **Badingham Village Hall**

Deposits:

Booking deposit	25% of hire costs
Damage deposit	£100
Wedding damage deposit	£250

Maximum recommended number of persons:

Seated at tables:	90
Mixed occupancy (tables and dance area):	TBC
Dancing (clear floor area):	TBC
Closely seated audience:	TBC

Safety:

- All routes and doors must be kept free from obstruction at all times.
- All doors forming part of the means of escape must be secured so that they can be easily and immediately opened by persons leaving the premises in an emergency.
- The hirer is responsible for ensuring the safety of all guests and that all guests are made aware of the safety conditions applicable to the hall.

The hirer shall tick the box to confirm acceptance of these charges, conditions and fees:



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Applicant:

* Name:

Representing (organisation):

*Address:

*Telephone No:

or Mobile No:

*Email address:

*Hire date requested:

*Type of function:

*Start time:
- Including setup time

*Finish time:
- Including clear-up time

*No. of guests expected:

See Conditions of Hire for maximum recommended

Facilities requested:

Tick box to indicate requirements (minimum of 1 box ticked)

- Meeting room including tea room
- Main hall including tea room
- Main hall and meeting room including tea room
- Catering kitchen
- Using an outside caterer

Please send completed form to:

Charles Bainbridge
Broad's Meadow, Mill Road,
Badingham, Woodbridge IP13 8LD

T: 07734 527808

E: badinghamvillagehall@gmail.com

***Note all the above * items must be completed in order for this form to be accepted