Little Burstead Village Hall

Hire Agreement

Charity number 301311

![C:\Users\user\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\397TBD3U\community_cartoon_[1].gif]()

Name.....................................................................................................................................

Address...................................................................................................................................

Post code........................... Telephone or mobile no.........................................................

E mail.................................................................Deposit paid.................................................

**Bank details**: account no: ............................................Sort code..........................................

Day and date of hire........................................Use of hall from............... to..........................

TOTAL cost of hire................................ PAID....................date.............................................

A holding deposit of £100.00 to be paid in case of damage OR loss of field key, the deposit will be refunded when hall is checked and key returned to cupboard, after of hire.

BANK DETAILS account name “LITTLE BURSTEAD VILLAGE HALL”

SORT CODE 20 12 21 A/C 10227269 + REF HIRE DATE **screenshot of all money transactions**

I FULLY UNDERSTAND THE PARKING ARRANGEMENTS AND WILL PARK IN ELLIS FIELD.

I have read the terms of hiring the hall and agree I am responsible for the hall to be left in a good condition and door key returned to hall key box & field key returned to cupboard.

Signature........................................................... date..............................

**Contact: Carol Savage Email cas21savage@gmail.com, TEL: 01268 416520
Address: HAYTOR, RECTORY ROAD, LITTLE BURSTEAD, BILLERICAY, CM12 9TR**

**Terms and Conditions of Hire
Little Burstead Village Hall**

**v.1 2024**

1. The combination number for hirers is subject to change – please phone any number below to confirm the entry code of hall and any problems you may have.
2. There is parking for 3 cars at the side of the hall. Additional parking is in Ellis Field, Laindon Common Road (100 meters on the right hand side down from the hall). You are kindly requested not to park on village roads or footpaths.
3. Vehicles are left at the owner’s risk. Remember to take all reasonable precautions by ensuring that your vehicle is locked and DO NNOT leave any valuables in the vehicle on show. The Hall Committee cannot be held responsible for any damage or theft. The KEY to unlock the field gate is kept at the Hall, housed in the white wall cupboard as you enter the lobby. At the end of your hire please ensure that the field gate is securely locked and key returned to the hall where you found it.
4. The Hall Committee prohibits hire to under eighteens or discos, because of the close proximity of villagers, and therefore do not hire the Hall for 18th or 21st Birthday Parties. Time for evening hire must finish by 10.30pm and hirers are asked to leave quietly respecting the neighbours.
5. The Hall Committee prohibits the use of bouncy castles, trampolines and other inflatables as they are deemed by our insurers as high risk.
6. You may use specified items in the kitchen, please return everything to the place where you found it. Hirers may use the cooker/microwave/fridge/tea urn, these MUST be left clean and fridge empty. Please bring your own TEA TOWELS and provide your own RUBBISH SACKS.
7. In the store room there are 10 large folding tables, 6 small square tables, 50 padded chairs for adult use ONLY and 50 plastic chairs to be used for children’s parties. PLEASE LEAVE THE STORE ROOM TIDY, WITH EVERYTHING PUT AWAY SAFELY, TABLES AND CHAIRS LEFT AS SHOWN ON INSTRUCTIONS.
8. ALWAYS take away all your rubbish, this includes sanitary items and nappies, the Hall does not have a refuse collection.
9. Do not put Sellotape, bluetack or drawing pins directly on the walls, there are hooks at the ceiling height should you need them.
10. Before you leave please refer to the hirers check list, heating TURN BACK TO 10 and all lights are turned off, windows closed, push to check Patio fire doors are closed, AND HALL IS LOCKED. Please remember that you, as the hirer are responsible for leaving the hall in good order this includes, the store room and that your rubbish and other items mentioned are removed, failure to do this may result in the loss of deposit.
11. Final PAYMENT for your hire will have already been paid either by bank transfer or by cash, if payment by bank transfer a screenshot of payment is required. Please note that should you fail to comply with above it may result in the loss of your deposit. A COPY OF OUR FIRE PROCEDURE IS LOCATED AT THE HALL. PLEASE read through the terms of hire and retain a copy.

Return a signed copy together with your hire form to: Carol Savage, Lettings Secretary EMAIL cas21savage@gmail.com TEL 01268 416520

**INSTRUCTIONS FOR KEYS FOR HALL AND THE FIELD GATE**

Please read carefully

**INSTRUCTIONS FOR OPENING THE CODE BOX FOR HALL KEYS.**

THE KEY BOX IS LOCATED ON THE RIGHT-HAND SIDE OF FRONT DOOR.

1. PULL DOWN BLACK COVER,
2. PRESS THE BLACK BUTTON, LOCATED AT THE BOTTON OFTHE NUMBER PAD (TO MAKE SURE THE NUMBERS ARE CLEAR),
3. ENTER CODE, PRESS DOWN THE SILVER LEVER, PULL DOWN THE COVER TO REVEAL THE KEYS.
4. WHEN RETURNING THE KEYS, AFTER MAKING SURE THE HALL IS SECURELY LOCKED.
5. PLACE KEYS IN COMPARTMENT, TO CLOSE THE KEY PAD,
6. PRESS SMALL BLACK BUTTON TO AGAIN CLEAR NUMBERS, ENTER CODE PRESS DOWN THE SILVER LEVER, CLOSE AND REPLACE THE BLACK COVER.

**INSTRUCTIONS FOR FIELD GATE NOW OPERATED WITH KEY**

1. COLLECT KEY FROM HALL, LOCATED IN WHITE WALL CUPBOARD NEXT TO THE FRONT DOOR
2. TURN THE KEY IN FIELD GATE LOCK AND SLIIDE BAR WILL TURN BACK AUTOMATICALLY
3. OPEN GATE – SET OUT PARKING SIGNS, RETURN SIGNS TO FIELD WHEN HIRE HAS FINISHED
4. TO CLOSE RE-LOCK, PLEASE CHECK THAT THE GATE IS SECURE
5. RETURN THE KEYS TO THE HALL AND PLACE IN CUPBOARD.

I have read and agree to the terms of hire ..................................date............

Listed below are alternative numbers to call for the combination number/keys, ONLY in an emergency

FIELD GATE KEY HOLDERS

JAN ELLIS - 01277 657100

SHELIA WRIGHT - 01277 658542

Thank you for hiring our Hall our SATNAV details, Laindon Common Rd CM12 9TJ