

HIRE OF HALL FOR GWINEAR: TERMS AND CONDITIONS

- 1 Consumption of alcohol on the premises is only permitted following consultation with the licensee, Michael Roberts, on 01736 850506
- 2 Hire of the Hall includes use of the kitchen and equipment, tables and chairs.
- 3 Smoking is not permitted in the Hall. A sand bucket for disposing of cigarette butts is available for outdoor use (stored in the office).
- 4 The hirer is responsible for any advertising in connection with their event. Such advertising must show the name and contact of their organisation as appropriate. Fly posting is not permitted.
- 5 The hirer must ensure that both outer doors remain unlocked during the session
- 6 The hirer must ensure that all functions are held in an orderly manner and are responsible for any noise liable to cause a public nuisance. Hirers should end events by 23:30 and vacate by 00:00
- 7 The hirer is responsible for any damage or loss and for the cost of repair or replacement.
- 8 The hirer must ensure that all lights are turned off and both doors are locked on leaving the Hall
- 9 The hirer must ensure that the Hall keys are returned to the appropriate person after their event. Please also return this laminated notice for reuse.
- 10 The hirer is expected to leave the Hall in a clean and orderly state. This means leaving the Hall the way you would be happy to enter it! Be aware the Hall is used throughout the week by nursery children so please take special care to ensure that sharp or other potentially dangerous objects for tiny fingers are picked up. Dustpans/brooms are available in rear lobby and kitchen; rubbish bags under sink..
 - a) the stage should be swept if necessary
 - b) the chairs should be stacked in piles of no more than 3 on the stage – the legs should be in line with the first chair. Detailed instructions are printed under each chair seat.
 - c) all tables should be wiped; this includes folding tables that fit under the left of the stage.
 - d) all surfaces in the kitchen/bar area should be wiped
 - e) bins in toilets and kitchen should be emptied (put bags in wheelie bin outside)
 - f) ashtray bucket emptied of all butts if used.
 - g) floor brushed and wiped if necessary
 - h) lobby areas brushed and wiped if necessary
- 11 Please advise of any issues upon return of the key.

HALL FOR GWINEAR

Please contact the Bookings Secretary for availability on
bookings@hallforgwinear.org

PRICES			
Hire of Hall	Children / Local Community Events	Adult Events	Commercial Events
Morning Session 09:00 – 13:00	£10	£10	By negotiation <i>Entertainers / Theatre Groups</i> contact Neil Harvey on 01736 850781
Afternoon Session 13:00 – 18:00	£10	£30	
Evening Session 18:00 – 00:00	£10	£30	
Hire of Equipment	Deposit required if used off site		Price
Marquee (6 x 3 metres)	£200		£30
Chairs (80)	£200		£80 pro rata

HIRE AGREEMENT					
<input type="checkbox"/>	Hall	Date		Session	
<input type="checkbox"/>	Marquee	Type of Event			
<input type="checkbox"/>	Chairs [] insert quantity	Special requirements:			
<input type="checkbox"/>	Licence to consume alcohol	Consumption of alcohol on the premises is by prior arrangement with the licensee who may also be able to provide a licenced bar. <i>Contact Michael Roberts on 01736 850506 to discuss.</i>			
<input type="checkbox"/>	Licenced bar				
<i>Please complete and sign below to indicate you have read and accepted the associated terms and conditions of hire and will comply with these requirements.</i>					
Print Name			Signature		
Address			Phone Number		
			Email		

Payment in full is required on booking

Our preferred method of payment is by BACS to:

Hall for Gwinear

NatWest Bank

A/C 95623086

S/C 60-04-22

Ref: Your Name

Confirm payment by email to payments@hallforgwinear.org