

## HALL FOR GWINEAR

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

1. *Hire of the Hall includes use of the kitchen and equipment, tables and chairs.*
2. *Smoking is not permitted in the Hall. A sand bucket for disposing of cigarette butts is available for outdoor use (stored in the office).*
3. *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.*
4. *The hirer must ensure that both outer doors (the fire exits) remain unlocked during the session.*
5. *The hirer is responsible for the orderly behaviour of attendees and any noise liable to cause a public nuisance, ending events by 23:30 and vacating the Hall by 00:00.*
6. *The hirer is responsible for any damage or loss and liable for the cost of repair or replacement.*
7. *The hirer must ensure that all lights are turned off and both doors are locked on leaving the Hall.*
8. *The hirer must ensure that the Hall keys are returned to the appropriate person after their event or equipment hire advising them of any issues*
9. *The hirer is expected to leave the Hall in a clean and orderly state after use and in the condition you would wish to find it. As the Hall is regularly used by nursery children, please take special care to ensure that sharp or other potentially dangerous objects are picked up. Dustpans / brooms are available in rear lobby and kitchen; rubbish bags under sink together with cleaning equipment:*
  - *All floors / Stage / Lobby / Kitchen areas should be wiped and swept as necessary*
  - *Chairs should be stacked no more than 3 high on the stage following the instructions printed underneath each chair seat*
  - *Tables (including those under the stage) should be wiped if used*
  - *Kitchen / Bar area surfaces should be wiped down*
  - *Ashtray bucket emptied of all butts if used*
  - *Bins in toilets and kitchen should be emptied into external wheelie bin as necessary*

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				
<b><i>I have read and will comply with the terms and conditions above</i></b>					
Print Name		Signature			
Address		Phone Number			
		Email			

Please return this form with appropriate payment to Astrid Hanson  
31 Churchtown, Gwinear, Hayle TR27 5JL. Cheques should be made payable to Hall for Gwinear.