

POLSTEAD VILLAGE HALL

TERMS AND CONDITIONS OF HIRE

Bookings

A booking can be arranged by contacting the booking secretary on 01787 210546 or by email to neil@baytrees9.plus.com. The booking secretary is: Mrs Carol Marshall, The Bay Trees, Heath Road, Polstead Heath, Suffolk, CO6 5BG.

Charge for Hiring the Hall

The charges vary according to the type of activity. It is important to make it clear to the booking secretary what sort of event is planned.

Confirmation of Booking

Your provisional booking will be held for a maximum of 3 weeks and will be confirmed on receipt of your deposit which should be sent to the booking secretary (see details above). The normal deposit is £30 but for large scale events and celebrations a deposit of £100 will be required. Deposits will be refunded providing no damage or breakages have occurred during the event and that the hall is left in a clean and tidy state.

Timings

The hall is licensed for the sale and provision of alcohol up until 11pm. However The Village Hall Management Committee reserves the right to request that the hirer applies for a Temporary Events Notice to cover licensing regulations. "Bring Your Own" for a publicly advertised event is not allowed.

Capacity

The maximum permitted attendance is:

- a) All seated at tables 125 persons
- b) Mixed Occupancy (tables & dancing area) 149 persons
- c) Closely Seated Audience 125 persons * This allows for gang-ways not less than 1.1 metres wide, at front, sides and rear leading to exits.
- d) Organisers should sell numbered tickets and check them at the door.

Facilities

The hirer is responsible for leaving the hall, kitchen and toilets clean. The hirer is also responsible for the cost of anything broken or items missing and for damage due to misuse. **Chairs must be stacked with care and of no more than 7.** Hirers will lose their deposit if this clause is not respected.

Cleaning

The hirer is responsible for leaving the hall clean and all furniture returned to its normal storage area. The hall's regular cleaning contractor, Complete Cleaning Solutions, is willing to be contacted if you would like them to do your "after event" clean. Please ask the booking secretary for their contact details.

Stage

The Committee Chairperson holds the key for the stage lighting, PA and loop system. Hirers must make it clear to the booking secretary if access to this equipment is required. Children must be supervised at all times and not allowed to go on to the stage.

Car Parking

It is illegal to park on the Village Green and hirers should ensure that all those attending the event are aware of this.

Keys

Arrangements for picking up and returning the keys should be made with the booking secretary.