



THE EMPIRE HALL, GRAFFHAM
HIRE CHARGES AND SUMMARY OF HIRING TERMS EFFECTIVE
FROM 1ST APRIL 2010

A: DAILY RATES

	<u>Rate</u>
(1) <u>Individual Sessions (Hall)</u>	
1. 9.00 a.m. to 1.00 p.m. (Morning)	£53
2. 1.00 p.m. to 6.00 p.m. (Afternoon)	£65
3. 6.00 p.m. to 11.00 p.m. (Evening)	£80
4. Any session involving the sale of more than 120 tickets per session	An additional charge to the above (to be agreed)
(2) <u>Combined Sessions (Hall)</u>	
1 + 2	£117
2 + 3	£138
Whole Day`	£200
(3) <u>Hourly Rates (Hall)</u>	£15.00 per hour
(4) <u>Committee Room only</u> (maximum 20 persons) Per hire (assumed maximum 2 hours)	£15.00
(5) <u>Refundable deposits</u>	
a) Teenage parties (under adult supervision)	£250
b) Other bookings if alcohol is to be consumed	£100
c) Any booking if hall crockery, table cloths or glasses are to be used in the hall	£25
(6) <u>External hire of crockery, tables etc.</u> See C on Page 2	Various
(7) <u>Sale of Alcohol (effective from 23.9.2008)</u> See D on page 3	£27 per hire (maximum period 96 hours)

Notes on Daily Rates and Facilities

1. Deposits where taken will be used to cover any damages or loss to the Hall (e.g. extra cleaning expenses). Otherwise this will be refunded to the Hirer after the vent.
2. Total Hire charges should be verified with the booking Secretary at the time of booking. NO adjustments can be made after a booking has been taken up.
3. Hire Charges for the Hall include the main Hall area (i.e. Dance Floor and Stage), Kitchen, Ladies Room, Committee Room (unless pre-booked for a meeting), Kennedy Room and Toilets. Should the Kennedy Room be required the Booking Secretary must be informed when the booking is lodged so that the key may be handed over.
4. No extra charge is made for a "normal" amount of heating, lighting, electric cookers, water heating, normal caretaker cleaning, tables and chairs. Crockery and cutlery for use in the Hall at a booked event are also included within the hire charge of the hall as are the table clothes, subject to a £25 deposit which must be lodged with the booking Secretary at the time of the booking. For external hire of best crockery, tables and trestles please see hire charges listed below C. The coloured stage lighting is owned by the Graffham Rustics and is only available for hire through that society. Bright stage lighting is available and should this be required please inform the Booking Secretary who will inform the hirer as to where the switch is to be found.

5. Heating times required during the winter period (1st October to 31st March) can be arranged with the Booking Secretary, but may be authorised in the event of particularly inclement weather outside this period. If hirers require significant amounts of heating during preparation time it may be necessary to make an additional charge.
6. Hire charges will be waived by the Committee at its discretion if the hire is for a fund raising event which will benefit the Hall via a donation not less than the hire charge that would otherwise apply.

B: ANNUAL CONTRACT HIRE ARRANGEMENTS

1. Annual Contract Hire Arrangements for regular users of the hall and for more than six months in any calendar year, can be arranged with the Booking Secretary.
2. Hire Fees will be determined by the Management Committee, depending upon the user and use required and will be subject to periodic review.
3. Annual Contract Hire Arrangements do not cover use of the hall outside the contracted days or sessions. Extra days or sessions will usually be charged at the normal scale of Daily Session Rates above.

C. HALL EQUIPMENT HIRE

1. The best crockery and/or cutlery (approximately 94 settings) is available for use within the Hall by prior arrangement with the Booking Secretary as are the 13 table clothes, again by prior arrangement with the Booking Secretary. The table clothes are to be laundered and returned to the Hall within 24 hours.
2. Subject to approval, the crockery and cutlery may be hired for external use on the following terms:

Full Tea Service (approximately 80 settings)	£15.00
Full dinner Service (approximately 94 settings)	£30.00
Table Clothes are not available for external hire.	
3. Other equipment may be hired for external use at the following rates:

Folding Formica Topped Tables (19 available)	£3.00 each
Trestle Tables with trestles (10 available)	£3.50 each
Plastic Chairs (86 available)	55 p each
4. For such external use, Hire charges are payable in advance and a deposit will be charged equivalent to the Hire charge, but subject to a minimum of £25. Hirers will be responsible for checking the equipment used to confirm it is clean, complete and undamaged. Any deficiencies must be reported promptly to the Booking Secretary. External Hirers are responsible for the safe packing and transit of the articles hired. All equipment should be returned within 24 hours. An additional charge equal to the hire Charge will be made for every 24 hour period over the due return time.

DAMAGED, BROKEN OR LOST ARTICLES WILL BE CHARGED TO HIRERS AT THE FULL REPLACEMENT COST

D. SALE OF ALCOHOL

With effect from 23rd September 2008 the Hall has obtained a variation of its Premises Licence that permits the sale of alcohol on the premises. The following conditions therefore apply

1. The Hall's local "Designated Premises Supervisor" [DPS] is Mr Ben Williams, e-mail benwilliams303@googlemail.com telephone 01798 867664, who holds a Personal Licence for this purpose.
2. A hirer's sale of alcohol in the Hall may only be made with the permission of the DPS. That permission will be given only if the hirer agrees to the following conditions (see also 4 below).
 - a) the DPS must be provided before each event with a list of proposed bar staff and their contact (phone) details, for authorisation by the DPS. Any alterations to this list must be similarly notified
 - b) payment to the Hall of £27 additional fee per hire (maximum period 96 hours),
 - c) No sale of alcohol may be made to anyone under the age of 18. The hirer undertakes to require proof of age where necessary to enforce this condition, which may comprise a photo driving licence, a passport, or a proof of age card which carries a "PASS" logo
 - d) The Hall will provide a sign ("No ID, No Sale") at or adjoining the usual "point of sale" location (the hatch between the Kennedy Room and the main Hall). This must not be obstructed at any time.
 - e) Hirers are advised that a 16 or 17 year old is allowed to drink beer, wine or cider with a table meal provided that an adult purchases the drink. An adult must accompany the 16 or 17 year old(s) at the table meal. Bar snacks do not count as a table meal.
 - f) No alcohol may be sold at the Hall after 11.15 p.m. on any day, and this must be consumed prior to the hall's usual closing time of 11.30 p.m. All alcohol sold must be consumed inside the Hall.
 - g) A breach of the above may render the Hall or its representatives liable to substantial fines and/or possible loss of its consent to sell alcohol at the Hall. If either or both occur due to any act or negligence on the part of the hirer or the hirer's representatives, the hirer will compensate the Hall for any financial loss sustained.
 - h) Two requirements by Sussex Police are
 - 1) *no 18th Birthday Party hire application may be accepted by the Hall if alcohol is to be served*
 - 2) the Hall must retain each booking form for any hiring offering alcohol, and supply this to Sussex Police if requested.
 - i) if a hirer wishes to serve alcohol on any basis not covered by the above then the hirer may apply for a TEN licence from Chichester District Council subject to
 - 1) prior written consent by a representative of the Hall
 - 2) payment of Chichester DC's charges additional to all charges due to the Hall (including 2b) above).
3. A hirer's signature of an application form involving a proposal to serve alcohol will be deemed to be full acceptance of all the conditions set out above.
4. The Hall Booking Secretary will notify the DPS of any booking made which proposes the sale of alcohol. The DPS may, at his discretion, contact the hirer before the booked event or visit during the event, and if he is not satisfied that any of the above conditions will be, or are being, met he may require the sale of alcohol to cease immediately. His decision will be final. Refunds of booking fees prior to an event will be at the entire discretion of the Hall Committee. If the sale of alcohol is suspended during an event, no refund will be made.



CONDITIONS OF HIRE

1. Applications for hiring should be made to the Bookings Secretary, Bishops Hill Cottage, Graffham, Petworth, Sussex, GU28 0QA Tel: 01798 867152. Please see separate application form with details of hiring charges and specific hiring details.

CHEQUES MADE PAYABLE TO: EMPIRE HALL GRAFFHAM

2. a) All payments (hire, and deposit if applicable) shall be made to the Bookings Secretary at least 7 days before each booked event.
b) Deposit: Hirings shall be subject to such Deposit as the Management Committee in its absolute discretion shall require.
3. All persons and organisations hiring the Hall shall be deemed to have made themselves acquainted with the Summary of Hiring Terms and the Rules and Regulations and all safety notices displayed within the Hall. These specifically include Fire Regulations and information on Fire Exits.
4. a) The Hall holds a Premises Licence permitting Plays, Live and Recorded Music, Films, Dancing and Dance performance and similar entertainment, Indoor Sporting Events, and the sale of alcohol.
b) Permitted maximum numbers at an event are as follows
 - 1) Functions with seating at tables: 135
 - 2) Functions without tables (performances/dancing): 230
 - 3) In the Gallery for either 1) or 2): 20 (as part of the maximum numbers)
c) Any hirer who wishes to use the Hall for any other purpose, will need to set up a Temporary Event Notice ["TEN"] with Chichester District Council, but **must** first obtain the Booking Secretary's prior agreement to applying for a TEN, and then be responsible for obtaining one and providing the Bookings Secretary with a copy before the event.
5. Hirers wishing to sell alcohol may do so only subject to Section D of the Hall's Summary of Hiring Terms.
6. All persons and organisations hiring the Hall shall leave chairs etc. in the same place as when they took them over (and/or with due regard for booked events following the hire, as summarised on the weekly Booking Sheets on the inside of the Front Doors). They are responsible for seeing that floors are swept and left clean and all lights and heating (if hiring the Committee Room or Kennedy Room) are turned off, that windows are closed and doors locked (including emergency doors) before they leave the premises and the key returned to the Bookings Secretary. All users are reminded that the Hall can only continue to function if it is properly looked after. All undue waste of light, water, and particularly heat, is to be avoided.
7. All persons using the kitchen shall leave the crockery and utensils washed and put away and the cupboards locked, all electrical appliances are switched off at the wall sockets, the kitchen fridge door is left open, and the kitchen left clean and tidy.
8. Hirers must remove all litter, food and bottles from within or outside the Hall premises. All rubbish must be bagged up by the hirer and either placed within the Hall's green wheelie bin (the lid must be left in a fully closed position) or completely removed by the hirer from the Hall premises. The placing of notices, placards etc. on Hall doors or walls is prohibited but a reasonable number of event posters may be placed by prior arrangement with the Bookings Secretary subject to removal immediately after the event.
9. a) All damage to the Hall and property of whatever nature shall be paid for by the person or organisation to whom the Hall has been hired.
b) Hirers must notify promptly any damage of which they should reasonably be aware to the Bookings Secretary.
c) The Management Committee will notify to each Hirer as soon as it reasonably can any matters of damage or loss to the Hall and require at its discretion either reinstatement or financial compensation in lieu, to include a reasonable time charge for investigating damage and/or carrying out any remedial action (including dealing with unbinned rubbish).
10. Evening hire for the Hall is available until 11.00 p.m. with a further hour for clearance purposes (subject to reasonable consideration being shown to local residents).
11. The Management Committee does not accept any liability for any loss or damage to any article whatsoever left by any persons in the building.
12. Dogs shall not be taken into the Hall without prior permission of the Management Committee.
13. Parking:
 - a) Hirers are asked to brief those attending the Hall to park in a considerate manner, especially near the Hall.
 - b) Hall attendees must not park in designated "Shop" spaces in the Shop Car Park during Shop opening hours.
14. The Management Committee reserve the right to vary the Regulations and Conditions and Scale of Charges to meet special circumstances or as considered necessary, any change to operate immediately. Cancellations by hirers will involve a "Cancellation Fee" or hiring charge at the discretion of the Management Committee.



FORM OF APPLICATION FOR HIRE

1. Full name and address of applicant (in block letters)

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Telephone number

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2. Name or Title of Organisation (if applicable)

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3. Purpose of Hire (give brief details of area(s) and facilities required, e.g. tables if appropriate):

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4. Date of function and time required

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5. Date of preparation and time required

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6. State if the applicant proposes to sell alcohol (subject to the conditions in Part D of the Hall Charges summary)

YES/NO (Please delete as applicable)

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THIS DECLARATION MUST BE SIGNED PRIOR TO THE COMMENCEMENT OF THE HIRE OF THE HALL

7. I agree to pay the appropriate charges as set out below and comply with the Rules and Regulations set out and to accept full responsibility for the hire should this application be granted.

Hire Charge: £ _____
Deposit (if applicable) £ _____
TOTAL £ _____
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SIGNATURE OF APPLICANT **DATE**