



THE EMPIRE HALL, GRAFFHAM
HIRE CHARGES EFFECTIVE FROM 1st AUGUST 2017

Empire Hall Conditions of Hire should also be understood, available at <http://www.empirehall.org.uk/booking.shtml>.

A: DAILY RATES

| <u>Main Hall, Kitchen and Kennedy Room</u> | <u>Local Rate</u> | <u>Non-Local Rate</u> |
|--|-------------------|-----------------------|
| (1) Daytime (up to 6.00pm) | £100 per session | £130 per session |
| (2) Evening (6.00pm to 11.00pm) | £100 “ “ | £130 “ “ |
| (3) Whole Day (exclusive use of all areas) | £200 “ “ | £260 “ “ |

B. HOURLY RATES

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|---|--------------|--------------|
| (1) Daytime (up to 6.00pm) Main Hall only | £10 per hour | £15 per hour |
| (2) Evening (6.00pm to 11.00pm) Main Hall only | £17 per hour | £22 per hour |
| (3) Main Hall, Kitchen and/or Kennedy Room (maximum 1 hour in evening): | | |
| a) Daytime (Up to 6.00pm) | £15 per hour | £20 per hour |
| b) Evening (6.00 to 11.00pm) | £25 per hour | £30 per hour |
| (4) Committee or Kennedy Room | £10 per hour | £15 per hour |

C. REFUNDABLE DEPOSITS

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| For Hires above £200, a 25% deposit to secure the booking at time of booking. | |
| Non-Local hires (against need for cleaning after event) | £30 |
| Teenage parties (under adult supervision) | £250 |

D. SALE OF ALCOHOL

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| See Section 3 (LICENCE) of Conditions of Hire starting page 1 | £30 per hire |
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E. PLAYING LIVE MUSIC

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| See Section 4 (PRS LICENCE) of Conditions of Hire starting page 3 | £20 per hire |
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Notes on above

1. The “Local Rate” will normally be charged to hirers who live in Graffham (to include Norwood Lane and East Lavington) or for a Graffham club or organisation. The “Non Local Rate” will be charged to all other hirers.
2. The rates quoted are for the interior of the Hall only. Any hire involving use of the garden (e.g. a Wedding Reception) will need to have details agreed in advance and an additional charge may then be quoted.
3. The hourly rate specified for the Main Hall will usually apply for a maximum of 1 hour in the evenings (from 6.00pm), as longer sessions usually make it impracticable for the Hall to be hired at other times to other hirers. However, see Section E below re regular bookings
4. 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
5. Further details on deposits, bookings, hall areas, facilities and heating are as follows
 - a) 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 event.
 - b) 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.

- c) 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.
- d) 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 E. Some 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.
- e) Heating times required during the winter period 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 addition charge.
- f) Any hire that appears to fall outside any of the preceding definitions will be appraised and quoted individually

E: 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.

F. HALL EQUIPMENT HIRE

1. The best crockery and/or cutlery (approximately 90 settings) is available for use within the Hall by prior arrangement with the Booking Secretary as are the 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:

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

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| Folding Formica Topped Tables (22 available) | £3.00 each |
| Trestle Tables with trestles (12 available) | £4.00 each |
4. Please see hire agreements for Tables and for Crockery for details and procedures.

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



FORM FOR APPLICATION FOR HIRE

1. FULL NAME AND ADDRESS OR APPLICANT (IN BLOCK LETTERS PLEASE)

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MOBILE TELEPHONE NUMBER

LANDLINE TELEPHONE NUMBER

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2. NAME OR TITLE OF ORGANISATION (IF APPLICABLE)

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3. PURPOSE OF HIRE (PLEASE GIVE 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 PLANS TO SELL ALCOHOL OR HAVE LIVE MUSIC (SUBJECT TO THE CONDITIONS IN SECTION 3 AND 4 OF CONDITIONS OF HIRE)

SELL ALCOHOL **YES/NO** (PLEASE DELETE AS APPLICABLE)

LIVE MUSIC **YES/NO** (PLEASE DELETE AS APPLICABLE)

7. I AGREE TO PAY THE APPROPRIATE CHARGES AS SET OUT BELOW AND COMPLY BY THE CONDITIONS OF HIRE SET OUT AND ACCEPT FULL RESPONSIBILITY FOR THE HIRE SHOULD THIS APPLICATION BE GRANTED.

HIRE CHARGE £ _____

DEPOSIT (IF APPLICABLE) £ _____

TOTAL £ _____

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

I also confirm I have read, understood and agree to comply with the Empire Hall, Graffham Conditions of Hire.

SIGNATURE OF APPLICANT.....DATE.....