



The Hub, Brick Kiln Lane, Huntingfield, Halesworth IP19 0QH
Tel. 01986 799130. Email thehub@huntingfield.org.
www.huntingfield.onesuffolk.net/the-hub
Registered Charity Number 1167467

Hire Charges

Hourly Rate for the Main Hall

Standard Rate	£14 per hour
Regular Rate (<i>minimum of 6 bookings</i>)	£10 per hour

Session Rates	Standard	Regular
9am until 1pm	£40	£30
2pm until 6pm	£40	£30
7pm until 11pm	£50	£30
All Day Hire (7am until Midnight – Sunday/bank hols 11.30pm)	£100	
Weddings (9am day before until midday day after)	£350	
Fundraising events for Heveningham, Huntingfield & Ubbeston	£10 per session	
Heveningham, Huntingfield & Ubbeston group/club activities	£5 per session	
Residents of the 3 villages - private hire:	Hire fee = 50% of standard rate	
Rate for Meeting room:	£10 for the 1st hour then £5 hourly thereafter	
Elections:	£150 (6am - 11pm)	

Returnable Fee

£50 per private hire Damage/Cleaning Refundable deposit
£100 wedding hire Damage/Cleaning Refundable deposit

Additional Items

Large circular tables + white linen cloths (max 10)	£10 per table (<i>laundrying inclusive</i>)
Audio/Visual equipment (i.e. for use of screen/projector etc.)	£10
Staging – setting up	£25
Use of kitchen for catering purposes (<i>cleaning can be arranged for a negotiable additional charge</i>)	£25

Catering packages available upon request

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Booking Form

Name of Applicant:

.....

Address:

.....

Post code:

.....

Telephone Number:

Landline:

.....

Mobile:

.....

Email address:

.....

Day and Date of Function

.....

Nature of Function

(Please give as full details as possible e.g. wedding, dance, birthday party - children, birthday party - adult, charity function etc.)

.....

Time Hall required:

From:

.....

To:

.....

Main Hall

Number of persons expected:
(limited to 100 or 80 if seated)

.....

Meeting room

Number of persons expected:
(limited to a maximum of 10)

.....

Is Bar required?

Yes

No

Due to licensing laws please speak to the Booking Clerk if a Bar is required

Is Catering required?

Yes

No

Is Tea/Coffee required?

Yes

No

Available at additional charge

Kitchen equipment required
(eg cooker/microwave etc)

Yes

No

Available at additional charge



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FEES: (Please refer to the hire charges attached)

RETURNABLE FEE*

HIRE CHARGES

HIRE OF AUDIO/VISUAL EQUIPMENT

HIRE OF STAGING

HIRE OF KITCHEN

HIRE OF CIRCULAR TABLES

TOTAL

* Fee returnable if the hall is left clean and tidy and in a satisfactory condition

All cheques to be made payable to The Hub

If you would prefer to make a BACS payment our details are:

Lloyds Bank, Account – The Hub

Account No. 67342160

Sort Code – 30-90-91

Reference 'Hall Booking' followed by your surname.

All aspects of the hall are fully accessible to people with disabilities. There is a hearing loop for those with auditory difficulties.

PLEASE NOTE: FIREWORKS ARE NOT ALLOWED AT VILLAGE HALL FUNCTIONS

All contracts of hire in respect of The Hub are subject to the Terms & Conditions of Hire as attached.

Please read before you sign. (The person signing (**The Hirer**) must be over the age of 21 years and will be held responsible for ensuring that conditions of hire are adhered to).

(I confirm that I have read and understand the terms and conditions of hire)

Signed _____ Date _____

Please complete and return **BOTH** pages of the booking form with **FULL PAYMENT** to:

Booking Clerk, The Hub, Brick Kiln Lane, Huntingfield, Suffolk. IP19 0QH

Queries should be sent to thehub@huntingfield.org

Terms and Conditions for Hire

The Hub - Huntingfield, Heveningham & Ubbeston Village Hall

Hereinafter 'The Huntingfield, Heveningham & Ubbeston Village Hall' shall be referred to as 'The Hub' and the Hirer named on the Booking form as 'the Hirer'.

Operational Hours: For the purposes of hire the operational hours of the Hall are:

Monday to Saturday 07:00 hours to 00:00 hours,
Sundays and Bank Holidays 09:00 hours to 23:30 hours,

Opening outside these hours must be agreed in writing with the Local Planning Authority.

Booking: All applications for the hire of the building must be sent to the Booking Clerk. The person named on the booking form shall be considered the Hirer. Where an organisation is named, the person signing hereby confirms that they do so with full authority of the organisation. The Hirer must be over **21** years of age. A provisional booking will not in itself form an agreement to hire - the Booking Form with relevant fee must be completed and returned to the Booking Clerk before the event is considered to be 'booked'.

Hire Charges: The hiring charges shall be those shown on the booking form **as** determined by The Hub Committee. The hire charges to be paid at the time of booking.

Cancellation: In the event of cancellation of a booking before the date of the event, the hirer shall give reasons for cancelling. Repayment of the fee shall be at the discretion of The Hub management committee.

Returnable Fee: This is for private parties, weddings etc. and must be paid at the time of booking and no engagement will be booked until this has been received. This fee is refundable subject to satisfactory inspection of the building by The Hub Committee. The deposit will be £50 or £100 for wedding reception hire. (The Returnable Fee can be in the form of a cheque which would be held and returned following the event subject to the conditions above).

Breakages and Damage: The Hirer is responsible for all damage to the building, equipment, furniture and property in the building & grounds occurring during the period of the hiring or while persons are entering or leaving the building pursuant to the hire, however and by whomsoever caused. The Hirer will forfeit their right to have the Returnable Fee repaid if the conditions above are not met.

Safety: The Hirer should be aware of the Fire Safety Floor Plan of The Hub which is on display in the foyer. Hirers are responsible for health and safety issues and providing information about safety procedures, Fire Exits etc. Please observe safety notices regarding the stacking of chairs and tables. Any accident must be recorded in the Hall Accident Book to be found in the kitchen.

Use of Kitchen Equipment: If the hirer wishes to employ their own catering company they are advised to ensure that the required registration of the company has been made with the appropriate District Council.

Right of refusal: The Hub Committee may refuse any application for the hire of the building without stating a reason. No organisation shall be deemed to have an undisputed right to an unbreakable series of bookings. In cases of doubt or difficulty the Booking Clerk shall refer the case to the Hub Committee whose decision shall be final.

Alcohol: Alcoholic drinks may be served free but **NO** sale of alcoholic drinks may be undertaken unless the permission is sought from The Hub Committee and a Temporary Events Notice for the building shall be in force. No events may be advertised stating the availability of alcoholic drinks for sale without the prior permission of The Hub Committee.

Public Entertainments, Music & Dancing: All the conditions attached to the Music and Dancing Licence for the building shall be duly observed. All music must cease at 11.30 pm, (11.00 p.m. on Sundays & Bank Holidays) and the Hall must be vacated by midnight (11.30 on Sundays & Bank Holidays). The external doors of the main hall shall be kept closed during all musical entertainment activities. The windows of the main hall shall be kept closed during all amplified musical entertainment between 21:00 and 08:00 hours.

Other Licences, Theatre & Performing Rights Society/Phonographic Performance Limited: The Hub's Licence covers the playing of live and recorded music. A copy can be seen on display in the foyer.

Film Licence: Whenever a film is shown in The Hub the necessary licence must be applied and paid for and displayed on the premises.

Bouncy Castles and other inflatable items: It is the responsibility of the hirer to ensure that the supplier of the bouncy castle (or other inflatable item) provides a copy of their public liability insurance to The Hub Committee and that they adhere to all health and safety requirements, as The Hub's insurance does not cover these items. Bouncy castles and other inflatable items may not be erected inside the hall.

Ball Games: No ball games are allowed in The Hub due to the vulnerability of the projector which is mounted on one of the trusses.

Occupation and use: The hire of the building is for the specific agreed times shown on the booking form and does not entitle the Hirer to use or enter the premises at any other time. The building shall only be used for lawful activities. The Hub Committee does not represent that the building is suitable for any particular purpose and the Hirer must satisfy themselves in this respect.

Sub-let: The Hirer shall not sublet the building or any part thereof.

Advertising: All advertising of events should conform to the conditions of hire. Advertising includes posters, newspaper inserts, magazine inserts, tickets, radio and television announcements, social media, internet websites, and all other forms of media. Advertising which contravenes the conditions of hire may result in the forfeit of deposit.

Condition on vacation: On vacation of the building, the Hirer shall leave the building in a clean and orderly state and all empty bottles, cans, paper, food debris and any other waste matter must be cleared from the building and suitably disposed of in the receptacles provided. The hall and cloakrooms must be left in as clean a condition as found. The **Returnable Fee** will be refunded after a satisfactory inspection of the building by a member of The Hub Committee.

Culpability: Except for wilful negligence on the part of The Hub committee, The Hub shall not be responsible for any loss of, or damage to, the Hirers or any third parties property arising out of the hiring, nor for any loss, damage, or injury which may be incurred by, or be done to or happen to, any person or persons using the building during the hiring, arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure or supply of electricity, leakage of water, fire, government restriction or act of God which may cause the building to be temporarily closed or the hiring to be interrupted or cancelled. The Hirer shall indemnify The Hub against any claim which may arise out of the hiring or which may be made by any person using the building during the hiring in respect of any loss damage or injury.

Entry: The right of entry to the building is reserved to The Hub and any other agent of The Hub and any police officer at any time during the hiring.

Conduct and Good Order: The Hirer shall ensure that good order is kept in the building during the hiring. The Hirer will also ensure that those attending the engagement maintain good order during arrival and departure from the building. At all times the Hirer will take reasonable care to ensure that the occupants of neighbouring properties are not inconvenienced by noise, obstruction by vehicles and the like.

Cessation of activity: The Hub Committee Member(s) reserves the right to put a stop to any entertainment or meeting not properly or reasonably conducted.

No additions to the building: No fixtures/fitments of any kind shall be driven into any part of the Building nor shall any placard or other articles be fixed hereto.

Animals: The Hirer shall ensure that no animals except guide dogs are brought into the premises.

Property of the Hirer and the Hirer's agent must be removed from the building within 15 minutes after the expiration of the hiring or fees will be charged for each hour or part thereof until the same is removed. The Hub committee accepts no responsibility for any property left on the premises after the hiring. In the case of bazaars, jumble sales and any other occasion when property is brought into the premises for sale, all property remaining unsold at the termination of the hiring will be considered the property of the Hirer for the purpose of the condition.

Signage: The Hirer shall remove any sign, flag, emblem or other decoration displayed by the Hirer outside or inside the building if in the opinion of The Hub Committee it shall be unseemly or expose the building to an undue risk of fire or in the opinion of The Hub or its agent is likely to lead to disturbance or a breach of the peace.

Fire Exits: No exits may be blocked, chairs or other obstructions must not be placed in corridors or fire appliances removed or tampered with, and fire doors must not be propped open.

Lighting: No additional lights or extension from the existing electric light fittings shall be used without the previous consent of The Hub Committee.

Stage shows: Any show involving the use of scenery or the like on stage is subject to the inspection and approval of the Hub Trustees. (14 days prior to the engagement by the local Authority and, if appropriate, Fire Brigade. Evidence of such approval must be provided to The Hub Committee).

Capacities: The maximum number of persons allowed in the building at any one time is 100, with a maximum of 100 standing/dancing or 80 seated at tables. **The Meeting Room can be hired separately - the maximum number of people for that room is 10.**

Health & Safety: Smoking is NOT permitted in any part of the building at any time. The use of candles in the main hall and meeting room is limited to tea lights, and these must be placed in non-combustible containers. Use of candles in all other areas of the hall is prohibited. Fireworks are not allowed at village hall functions.

Hire Period: The hire period is the time that the hirer commences and finishes using the hall. It includes the time taken for setting up and clearing up.