

THE EVELYN HALL IN ABINGER COMMON

I (NAME, PLEASE PRINT).....

ADDRESS.....

..... POST CODE.....

TEL..... Email:

Apply to hire The Evelyn Hall on (DAY/DATE)

FROM am/ pm..... **To** am/pm.....

FOR THE PURPOSE OF.....

TERMS FOR ALL HIRERS

All bookings must cover your set up and clean down times.

Hourly Rate = £12.00 per hour

- **Decoration**

Nothing to be attached to the walls, woodwork or any paintwork at any time (including radiators). Even blutac and light masking tape pull the paint off. Reparation is charged at £150 per day or part thereof for professional painters. There are hooks dotted all over the hall for hanging or stringing decorations.

- **Deposit**

The Evelyn Hall asks for a £100.00 deposit to confirm your booking. **This must be a separate cheque dated for 2 weeks before your hire date.**

This will be destroyed 7 days after the hire. The deposit will go towards covering the cost of any minor damage and the cleaning of the hall should it not be left in a clean condition. Cleaning will be charged at £12.00 per hour or part thereof. Should any damage to the hall, paintwork or cleaning be required that exceeds the deposit paid, the hirer will be expected to pay the balance.

- **Cancellation**

Please give at least 72 hours notice of cancellation or the FULL hire rate for the booking will be charged.

- **Music**

NO MUSIC TO BE PLAYED OUTSIDE THE HALL AT ANY TIME, WITHOUT EXCEPTION

You may play **unamplified** music inside the hall until 11.30 pm providing the windows and doors remain closed at all times. Contravening this rule will result in the power being switched off and the party will be dispersed without refund.

- **Under 25's**

ALL PARTIES FOR UNDER 25's must be supervised by adults **at all times.**

Please contact us before making a booking, to discuss whether The Evelyn Hall is suitable for your party.

HIRE CONDITIONS

The charges include the use of the hall, the servery, the kitchen and the patio and garden. It also covers heating, tables and chairs.

We have a set of white crockery and decent cutlery, that can be hired out at an **additional charge**. Please ask for details.

Hall users are responsible for putting everything away, emptying the kitchen bin and putting the rubbish in the appropriate coloured wheelie bins outside, leaving the hall and equipment clean (see notice in the kitchen), turning off the heating and appliances, and leaving doors and windows secure before leaving the building.

INFORMATION

Lighting: As you come into the hall there are light switches to the left of the main door. These control the front and side outside lights and the other switch is for those below and above the balcony. All other internal light switches are just inside the fireplace on the right hand side. There is a dimmer switch for the down lighters.

The rear lights to the amenity block are situated by the rear door in the block.

Please ensure all lights are switched off after hire.

Heating: The control box is on the left hand side of the entrance door from the main hall to the servery. Please only use the **+ and –** buttons on the **right** of the unit – these put the temperature up and down. The heating is on low permanently and you must put the heating back down at the end of hire. Please do not touch the buttons on the left of the unit – they only alter the time and day.

Toilets: Please ensure these are left clean and useable after hire. There is a disabled toilet complete with baby changing unit. Nappies are only to be placed in the black bins outside the hall and must not be left in the toilet block.

Cooker/ Urn: This is paid by 50ps in the meter (found on the right hand wall of the servery). To switch the cooker on, see instructional manual, which is kept in the top right hand draw by the dishwasher.

Dishwasher: This is on the hall electricity circuit, but do remember the washing cycle takes about an hour and this **MUST** be emptied before you leave.

PAYMENT AND CONTRACT

I agree to pay the hire charge of £.....

together with a refundable deposit of £100.00.

Two separate cheques please, both made Payable to **‘The Evelyn Hall’**.

Hire cheques will be cashed immediately and Deposit cheques to be dated 2 weeks before hire date.

One copy of this contract to be signed and returned with your **2 cheques** to the Booking Secretary:

Kim Edwards, 32 Evelyn Cottages, Abinger Lane, Abinger Common, Dorking, Surrey RH5 6JE

I agree to the terms and conditions and confirm that I am over 25 years old.

Signed.....

Date.....

The Management Committee reserves the right to amend, alter or cancel any of the terms and conditions with 7 days' notice.

Annex 1 – Mandatory conditions

SELLING ALCOHOL

No supply of alcohol may be made under the premises licence at a time when there is no designated premises supervisor in respect of the premises licence, or at a time when the designated supervisor does not hold a personal licence or his personal licence has been suspended.

Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

Where the film classification body is specified in the licence, unless subsection (3)(b) applies. Admission of children must be restricted in accordance with any recommendation made by the body.

Where –

the film classification body is not specified in the licence, or the relevant licensing authority had notified the holder of the licence that this subsection applies to the film in question admission of children must be restricted in accordance with any recommendation made by the licensing authority.

In this section –

“children” means person aged under 18; and

“film classification body” means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c.39) (authority to determine suitability of video works for classification).

Annex 2 – Conditions consistent with operating schedule

Music played in the Hall will be at an acceptable level as not to cause a disturbance to local residents.

Annex 3 – Conditions attached after a hearing by the licensing authority

None