

STANSTEAD VILLAGE COMMUNITY CENTRE & SOCIAL CLUB C.I.C.
THE HILL, STANSTEAD, SUDBURY, SUFFOLK, CO10 9AP

E-MAIL: stansteadcommunitycentre@gmail.com

HALL HIRE APPLICATION FORM

THIS SHEET IS TO BE RETAINED BY HIRER

The Community Centre is generally available for hire, but applications should be made a minimum of 6 weeks in advance (wherever possible). Only members of Stanstead Social Club are eligible to hire the Centre for the purpose of conducting licensed activities for themselves and their bona fide guests. No person is permitted to bring their own alcohol onto the premises for consumption. All new memberships must be processed in accordance with the rules of the Social Club.

COST OF HIRE:

Hall Only:

- £15.00 per hour with no Bar – Minimum Hire time 2 hours (£30.00)

Outside of opening hours but within licensed hours:

- £20.00 per hour with a Bar – Minimum Hire time 3 hours (£60.00)
- £31.00 per hour with second member of bar staff (for over 25 attendees) - Minimum Hire time 3 hours (£93.00)

During regular opening hours:

- £15.00 per hour – Minimum Hire time 2 hours (£30.00)
- £26.00 per hour with second member of bar staff (for over 25 attendees) Minimum Hire time 3 hours (£78.00)
- Preparation/setup time will be charged at £15 per hour
- Hire times and Fee required will be confirmed at time of booking with 25% of hire fee charged as a booking confirmation deposit
- A refundable Special deposit of £60 will be charged - see Information Sheet
- Discounts available for regular Hall Hire requests ie weekly events/classes

The full hire fee and the refundable Special deposit must be paid a minimum of 21 days prior to hire.

If a cancellation occurs within 14 days of the event, the hire charge will be forfeited.

Date of Hire		From		To	
Number of persons expected to attend (Max 80)				0-25	25-80
Number of bar staff required (Two for 25 plus persons)					
Any other special arrangements required					
Opening of the hall prior to event at (£15 per hour):		Y / N	From:	To:	
Opening hall after event for cleaning		Y / N	From:	To:	

		PAID (Y/N)	CASH/CARD/BACS
Hall hire fee			
Booking confirmation deposit (25%)			
Special deposit	£60:00		
TOTAL			

Board Member/Staff Contact Name:

Contact Tel No:

HALL HIRE FORM-
THIS SHEET IS TO BE RETAINED BY COMMITTEE

<i>Name & Address of hirer</i>	
<i>Telephone Contact Number/s & email</i>	

<i>Date of Hire</i>		<i>From</i>		<i>To</i>	
<i>Reason for Hire</i>					
<i>Will you be providing entertainment</i>				YES	NO
<i>IF YES, please complete the below: (please note, all regulated music/entertainment must cease by 11.00pm particularly Discos and live music unless a Temporary Event Notice has been obtained in advance. Background music is permissible until the end of opening hours)</i>					
<i>Genre (type) of Band/Disco/Entertainer</i>					
<i>Number of persons expected to attend (Max 80)</i>				0-25	25-80
<i>Number of bar staff required (Two for 25 plus persons)</i>					
<i>Any other special arrangements required</i>					
<i>Opening of the hall prior to event: If Yes, add Times:</i>		Y / N	<i>From:</i>	<i>To:</i>	
<i>Use of Kitchen</i>		Y / N			
<i>Opening hall after event for cleaning</i>		Y / N	<i>From:</i>	<i>To:</i>	
<i>Other:</i>					
<i>Are you a current member of the Community Centre?</i>				YES	NO

I agree to the Terms and Conditions of hire as outlined in the Information Sheet and Standard

Conditions of Hire which I have been supplied:(signature)

		PAID (Y/N)	CASH/CARD/BACS
Hall hire fee			
Booking confirmation deposit (25%)			
Special deposit	£60:00		
TOTAL			

Received by:(Board/Staff Member) Date:

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