

RYE COMMUNITY CENTRE

Contract of Hire

Name of Hirer		Telephone No	
Address			
Date of Hire		Event	

Main Hall - £13.00 per hour.	from	am/pm	until	am/pm
+ Kitchen/Heating charge if applicable				Total: £

Main Hall for public dance/disco event - £90.00 per event (6 hours hire)	from	am/pm	until	am/pm
+ Kitchen/Heating charge if applicable				Total: £

Kitchen - £2.50 per hour up to 4 hours, no charge thereafter	Total: £
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Heating – Main Hall - £2.50 per hour, Upstairs Hall or Chapel Meeting Room - £1.50 per hour	from	am/pm	until	am/pm
				Total: £

Upstairs Hall - £10.00 per hour.	from	am/pm	until	am/pm
+ Heating charge if applicable				Total: £

Chapel Meeting Room - £6.00 per hour	from	am/pm	until	am/pm
+ Heating charge if applicable				Total: £

Spotlights (4) for the Main Hall are available for hire at £2.50 per hour. Use of the main lighting system (10 extra spotlights) can be arranged at £50 per event (payable to the Rye Players) but you must provide a qualified lighting technician. R.C.C.A. must be advised of any alternative or additional lighting system or P.A. system being used. The electricity meter will be read before and after hire and the cost above 30 units used will be deducted from your £75 security deposit.

All hire fees must be pre-paid at least 7 days prior to hire date. In addition, a £75 returnable security deposit is payable at the time of booking. This deposit is refundable on condition that the premises and contents are left in a satisfactory condition, to the approval of R.C.C.A. and that all refuse, bottles, kitchen waste, etc. is removed from the premises by the hirer.

It is expected that hirers will ensure all kitchen equipment & crockery is left in a clean condition and all breakages reported.

All charges are inclusive of setting out of tables, chairs, etc. to your specified plan.

BAR LICENCES: A Temporary Event Notice for the sale of alcohol on the premises may be available if required. Please check with the Secretary prior to applying for the licence as the number of licences available on the premises per annum is strictly limited.

PLEASE NOTE:

It is important that the Terms and Conditions of Hire as set out above and overleaf are fully comprehended before signing this Contract.

I
(the above named Hirer) agree to the Terms and Conditions of Hire as set out.

Signed Date

(This Contract is regarded as confirmation of booking – see notes on Cancellation)

Please return to: Rye Community Centre, Conduit Hill, Rye, E. Sussex, TN31 7LE., Tel: 01797 222850

CONDITIONS OF HIRE

The rules and regulations of the Public Entertainments and Theatre Licences must be adhered to at all times. A full copy of these is displayed in the office and they include the following:

No public music or dancing or entertainment of a like kind shall take place on the premises except on weekdays between the hours of 10.30am and 10.45pm and on Saturdays between the hours of 10.30am and 11.45pm. No public music, dancing or entertainment of a like kind shall take place on Sundays or Christmas Day. From July 1st 2007 it has been against the law to smoke on the premises.

The number of persons on the premises at any one time:

Must not exceed	Main Hall – Theatre seating – 175
	Main Hall – Dances/General Functions – 150
	Upper Hall – 50

The hirer shall be responsible for ensuring that stewards are provided on the basis of one steward for every 100 persons or part thereof. They are responsible for ensuring that all fire exits and fire doors are kept clear at all times. At functions for young persons there must be at least two stewards available for every 100 persons or part thereof, or at least one steward per exit whichever is the greater. These stewards to be responsible adults who are readily identifiable to members of the public at all times.

The Hirer is responsible for all fixtures and fittings in the Centre. Any damage to R.C.C.A. property will be rectified by R.C.C.A. after consultation with the Hirer who will be charged accordingly or a sum will be deducted from the Security Deposit.

PUBLIC LIABILITY: The Hirer is responsible for all items, equipment, etc. brought into the Centre.

CANCELLATION OF BOOKINGS: A charge of 50% of the hire cost is due for bookings cancelled within one calendar month of the event. For bookings cancelled within 7 days of the event, a 100% charge will be made. Cancellations made more than one month in advance will receive a full refund.

ACCESS: R.C.C.A. reserves the right to gain admission (with no charge) during any hire period for the purpose of inspection of the premises for maintenance, repairs, security, etc.

Please Note: The premises are expected to be left as found, in a clean and tidy condition. Please ensure all kitchen equipment, crockery, etc is properly washed and put away and all refuse, bottles, etc must be removed from the premises unless the hirer uses red trade waste sacks as issued by Clearfast Ltd in Hastings. Hirers will be charged for the removal of any refuse left on the premises.

The Hirer is responsible for the security of the premises and should ensure all lights, etc. are turned off and both main doors are security locked when leaving the building.

We would ask you to be mindful of our neighbours when using the Centre, keeping vehicle noise to a minimum and to park carefully to avoid obstructing access to emergency vehicles and to Conduit Hill residents.