



Rye Community Centre, Conduit Hill, Rye, East Sussex, TN31 7LE

Charity Reg. 1083425

A company limited by guarantee of its members

Reg in England 3971481

RYE COMMUNITY CENTRE

Contract of Hire

Name of Hirer: Telephone No:

Address:

Email Address:

Date of Hire: Event:

Required from: am/pm until:am/pm.

Hire of: Main Hall Kitchen Upper Dance Hall

Charges Per Hour

<u>Main Hall</u>	£21.50 Sunday to Friday
	£24.00 Friday (from 18:00) & Saturday
<u>Upper Hall</u>	£10.00
<u>Chapel Meeting Room</u>	£7.50

Kitchen and Bar Area £5.00 per hour, £15.00 per day.

Heating

Main Hall	£5.00
Upper Hall	£3.00
Chapel Meeting Room	£2.00

Wedding Charges

- Hall for set up Friday afternoon and Saturday wedding and Sunday morning clear up £550.00 to include use of Main Hall, Kitchen and Car Park.
- Only needing the Saturday £24.00 per hour for however many hours.
- Friday 13:00 to 18:00 is 5 hours at £21.50 = £107.50
- Saturday 10:00 to 22:00 is 12 hours @ £24.00 = £288.00

Main Hall for private party/public dance/concert - £120.00 per event (Sunday - Thursday) (up to 6 hours hire)

£120.00 per event (Friday & Saturday) (up to 6 hours hire).

Conditions of Hire

The rules and regulations of the Public Entertainment and Theatre License must be adhered to all times. A copy of these is displayed in the office and they include the following.

No public music, dancing or entertainment or similar shall take place on the premises except on weekdays and Sundays between 10:30 and 23:00 and Saturdays 10.30 to 23:45. It is against the law to smoke anywhere on the premises.

The number of persons on the premises at any one time must not exceed:

- Main Hall - Theatre setting - 165
- Main Hall - Dances /General Functions - 175
- Upper Hall - 100

The hirer shall ensure that one steward is provided for every 100 persons or part thereof. They are responsible for ensuring that all the fire exits and fire doors are kept clear at all times.

During an event in the Upper Hall the hirer is required to leave the entrance at the bottom of the stairs unlocked with only the latch in place for security.

During an event in the Main Hall the hirer is required to leave the entrance at the bottom of the stairs unlocked with only the latch in place for security, and on the external door by the kitchen, to open the two bolts and leave only the latch in place for security. The main entrance should also remain unlocked. At the end of all events the latches should be opened and the doors locked or bolts put back in place for security. These actions are required by law to allow easy exit in the event of a fire yet maintain security where required.

At functions for younger persons there must be two stewards for every 100 persons or part thereof, or at least one steward per exit whichever is the greater. Stewards must 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 Rye Community Centre Association property will be rectified by Rye Community Centre Association, after consultation with the Hirer who will be charged for the repair/replacement.

Public Liability. The Hirer is responsible for all items, equipment, etc brought into the Centre. All electrical equipment bought into the hall must be either under manufacturer's warranty or PAT tested.

Bar Licenses. Use of the Centre's bar license is available by arrangement, to a responsible adult for a paying bar, for £10.00 per event.

Condition for the sale or supply of alcohol on the premises

The hirer of the Community Centre is responsible at all times for the behavior of their guests and for monitoring the sale and supply of alcohol. This responsibility cannot be delegated to a third person. The key responsibilities are as follows:

- a. The prevention of crime and disorder
- b. Public safety
- c. The prevention of public nuisance
- d. The protection of children from harm.

The key objectives in fulfilling the four responsibilities are satisfied by denying the sale or supply of alcohol to the following people:

1. Minors, people under the age of 18
2. Anyone who, in your opinion, is inebriated.

The Hirer's Decision is final in both Regards

The sale of alcohol is restricted to private functions only where the guest have been specifically invited or have purchased tickets to attend. The sale or supply of alcohol at functions that are open to the general public is forbidden unless written permission has been obtained from the Community Centre committee at least 10 days in advance of the function.

Should you wish to apply for your own bar license from Rother District Council, a Temporary Event Notice is required, and you must give them 10 clear working days notice when applying. For more information on applying for a TEN please see - <https://www.rother.gov.uk/licences-and-permits/licensing-act-2003/temporary-event-notice/>

Cancellation of Booking. A charge of 50% of the hire costs 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.

Access: Rye Community Centre Association 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 hall is in a residential area with a strict curfew of 23:45, hirers are requested to be clear of the hall by then and be respectful of neighbours, keeping vehicle noise to a minimum and parking carefully to avoid obstructing access for emergency vehicles and to Conduit Hill residents.

Rye Community Centre Association must be advised of any alternative or additional lighting 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 added to the charge.

The hirer is responsible for:

- setting out, and putting away after use, all tables & chairs
- leaving the premises in a clean and tidy condition including removal of all refuse, bottles, kitchen waste, etc. or hirers may be charged for the service. Please do not use the dustbins that are provided for our staff.
- ensuring all kitchen equipment & crockery is left in a clean condition and all breakages reported. If you will be using the kitchen you will need to bring adequate tea towels as these are not provided for hygiene reasons.
- security of the premises, turning off all lights and heating, locking all doors when leaving the premises

PLEASE NOTE:

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

Name of Hirer:

The above named agrees to the above Terms and Conditions of Hire.

Signed:

Date:

This Contract is regarded as confirmation of booking - see notes on Cancellation.

Please return by post or deliver to:

Rye Community Centre, Conduit Hill, Rye, East Sussex, TN31 7LE

or ryecommunitycentre@outlook.com