

Wickhambrook Memorial Social Centre

Cemetery Road, Wickhambrook, Newmarket, Suffolk CB8 8XR

Registered Charity no. 304956

HIRE AGREEMENT

For events where musical entertainment and/or a bar are to be provided

- *One copy to be completed, signed and returned to the Booking Manager.*
- *One copy to be retained by the Hirer.*

Part 1. Management of the event

- **Conduct of the hiring**
- **Supply and Sale of Alcohol**
- **Control of Noise**
- **Health and Safety and Premises Security**

Part 2. Hire Charges and Terms

- **Hire Charges**
- **Terms**

Associated documents

- **MSC Conditions of Hire**
- **MSC Booking Form**
- **Bar booking form (triplicate)**
- **Advice on 'Closing and Securing the Hall'**

Bookings for hirings can be made only via the MSC Booking Manager.

Currently the Booking Manager is: **Steve Taylor**
'Lynsted' Mole Hill
Wickhambrook, Newmarket
Suffolk CB8 8XZ
Tel: 01440 820520
Email: steve@lynsted.net

The Conditions of Hire and the Hire Agreement are required inter alia in order to ensure compliance with the MSC's Public Entertainment Licence No. SEBC/LN/000001757

This Hire Agreement, and the associated Conditions of Hire, form the contract between the Hirer and the Memorial Social Centre. Please read carefully both this Hire Agreement, and the full Conditions of Hire.

Part 1 MANAGEMENT (control and conduct) OF THE EVENT

Conduct of the hiring

The Memorial Social Centre does not have licensed doorkeepers or other supervisory staff present during hirings.

IT IS ONE OF THE CONDITIONS OF HIRE THEREFORE THAT EITHER THE HIRER, OR THE HIRER'S 'EVENT MANAGER' SHALL BE PRESENT ON THE PREMISES THROUGHOUT THE EVENT AND SHALL BE WHOLLY RESPONSIBLE FOR ENSURING THAT THE HIRING IS CONDUCTED WITHIN THE CONDITIONS OF HIRE.

PARTICULAR ATTENTION IS DRAWN TO THE FOLLOWING:

- THE SUPPLY AND SALE OF ALCOHOL
- THE HIRER'S RESPONSIBILITY TO ENSURE ADEQUATE NOISE CONTROL
- HEALTH & SAFETY AND THE SECURING OF THE HALL AT THE END OF THE HIRING

Supply and Sale of Alcohol

- The Memorial Social Centre has an 'on' licence under which alcohol can only be supplied or sold on the premises by the Centre's contracted supplier (Chris Gray Bar Services), either by bulk supply or via a 'pay bar'.
- Where a pay-bar, free-bar or any other provision of alcohol is required for an event, a Bar Booking Form (enclosed) must be completed.

The latest closing time of bars is: **11.30pm**

Control of Noise

- When any form of musical entertainment is in progress hirers are required to keep all windows and external doors closed, including both the inner double doors to the Main Hall and the outer main entrance doors, **and to pay particular attention to this when smokers congregate outside the building.**
- The volume of music, from whatever source, shall be constantly monitored by the Hirer or the Hirer's Event Manager and kept below any level which can cause disturbance to neighbouring premises.
- The Hirer, or the Hirer's Event Manager, is responsible for ensuring that guests or participants in the event who may be outside the premises for any reason (such as smoking), or are leaving the premises or car park after the event, do not create or cause any noise nuisance.
- The Hirer, or the Hirer's Event Manager, shall be responsible for ensuring that there is **NO NOISE NUISANCE TO NEIGHBOURING PROPERTIES AT ANY TIME.** No variation of this Condition can be agreed and any noise nuisance which results in a complaint to the Borough authorities, will lead to the forfeiture of the £500 Damages and Compensation Bond. The Hirer will also be answerable to police enquiries and liable for any fines imposed.
- If the Hirer feels unable to guarantee to fully comply with the noise control Conditions the booking cannot proceed.

The latest time by which **all music and entertainment must cease** is: **11.45pm**

Health & Safety and Premises Security

It is a condition of hire that the Hirer accepts responsibility for the proper and safe conduct of the event and for the securing of the premises at the conclusion of the event. The Hirer, or the Hirer's Event Manager is required to visit the venue, by appointment, before the date of the hiring, to familiarise with the statutory fire regulations, location of fire fighting equipment, evacuation routes, accident reporting, noise control measures and the procedure for securing the premises at the conclusion of the event.

The latest time by which the premises must be **vacated and left secured** is: **Midnight**

NB. To enable the hirer to clear up after an event, and restore the hall to its pre-hiring condition, it may be possible by prior arrangement for the hall to be made available during the morning after the event, until midday, at no additional charge. Keys must be returned to the Booking Manager (tel: 01440 820520) not later than midday on the day after the hiring.

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Part 2 HIRE CHARGES AND PAYMENT TERMS

Hire Charges

The Hire Charges are set annually by the Trustees at Trustee meetings after the November AGM. Currently, revised charges take effect on and from 1st June each year.

The charge applicable to any hiring is the rate in force at the time of the confirmed booking, regardless of any subsequent change in the hire rates. This allows the hirer to know the exact cost of the hire.

With effect on and from 1st June 2009 the hire rates are:

Weekend event hirings: £123.80 (midday to midnight on Fridays, Saturday and Sundays)

For hourly hirings:

 Main Hall £9.00/hour

 Club Room (Bar Room) ... £6.00/hour

 Pavilion Lounge..... £6.00/hour

Payment Terms

To make and confirm a booking the following payment terms apply.

- To make a booking, payment is required of both the non-returnable deposit (£25) and the returnable £500 Insurance Bond. See the associated 'Conditions of Hire' for information about the Insurance Bond.
- For access to the premises the balance of the published hire fee is due not less than 10 days before the event.
- Cheques should be made payable to 'Wickhambrook Memorial Social Centre'

Failure to meet the above terms will result in the booking being deemed to have been cancelled by the hirer.

Please sign one copy of this 3-page Hire Agreement and

- a) return it to the MSC Booking Manager, with
- b) the completed Booking Form and
- c) the appropriate payments, as confirmation that the Terms and Conditions are accepted and that the hiring will be conducted within the conditions listed above and in the Conditions of Hire.

NB. The 'Conditions of Hire' document and one copy of this Hire Agreement should be retained by the Hirer.

By signing and completing this Hire Agreement I accept and agree to abide by the terms and conditions: a) of this Hire Agreement and b) as listed in the separate 'Conditions of Hire'.

Hirer's Signature Date of Signing Date of Hiring

To confirm the booking, a total payment of £..... is forwarded with this Hire Agreement.

Cheque nos. 1)(the deposit) and 2).....(the Insurance Bond)

END