

# Parish Halls – Rushmere St Andrew

TOWER HALL AND VILLAGE HALL REGISTERED CHARITY 1111060  
www.rushmerestandrew.onesuffolk.net/parish-halls/

CORRESPONDENCE: Mrs Jean Potter, Secretary/Treasurer  
21A Claverton Way, Rushmere St Andrew  
Ipswich, Suffolk IP4 5XE

T 01473 723409 E parish.halls@rushmere-st-andrew.org.uk

## CASUAL HIRE AGREEMENT

Application date

Hall

Ref Number:

Agreeing parties.

**Parish Halls Management Committee, Rushmere St Andrew,  
&**

The Management Committee and the Hirer **AGREE** as follows:

In consideration of the hire fee, the Management Committee agrees to permit the Hirer to use the premises described in clause 5 for the purpose described in clause.6 for the period(s) described in clause 1. The details inserted in clauses 1 to 6 below and the answers to the questions are terms of this Agreement.

### 1 DATE REQUIRED

Day & Date required.	
Time required. <b>Please remember to include preparation and clearing up time when booking.</b> Extra time outside the session times given will be charged in 30 minute increments.	

### 2 PARISH HALLS – RUSHMERE ST ANDREW

Authorised Representative.	Mrs Jean Potter
Address for all correspondence	21A Claverton Way, Rushmere St. Andrew, Ipswich, IP4 5XE
Telephone Number	01473 723409

### 3 HIRER

Name of hirer or authorised representative.	
Name of Organisation ( <i>If applicable</i> )	
Address of hirer or authorised representative.	
Telephone number of hirer or authorised representative.	
Email address	

### 4 FEES AND REFUNDS

Hire Fee agreed with booking clerk		Deposit required with return of contract		A separate cheque for damage deposit required with final payment	<b>£100</b>
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**Unless paying the whole hire fee a non-refundable deposit of £50 must be returned with this hire agreement or payable by bank transfer within 14 days or booking may be forfeit. Please sign both copies of this form, keep one copy for your records and return the other copy with your payment.**

**The balance of the hire fee to be paid not less than one month before booking date, together with damage deposit cheque.**

**Please make cheques payable to 'Parish Halls-Rushmere St Andrew'.**

**For Bank transfer details please contact the Secretary (details above)**

**Receipts will not normally be given.**

**Refunds: One third of the hire fee above the non-refundable deposit will be retained by the Management Committee for cancellations within one month of the confirmed date of hire.**

**The special damage deposit cheque will be held by the Committee but shredded within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents, the premises is left in a clean**

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## CASUAL HIRE AGREEMENT

**condition, and no complaints have been made to the Management Committee about noise or other disturbance during the period of the hire which may be as a result of activities at the said hiring.**

### 5 HALL ACCOMMODATION REQUIRED FOR PERIOD OF HIRE

Please delete as appropriate

MAIN HALL	
Yes	No

COMMITTEE ROOM	
Yes	No

KITCHEN	
Yes	No

### 6 PURPOSE/DESCRIPTION OF HIRING (e.g. golden wedding anniversary, children's birthday party, etc.)

Please also indicate if a *Private* or *Public* function and whether the use is '*Commercial*' or '*Political*'.

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**The Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. Please confirm which activities will take place at your event.**

ACTIVITY.	THE HALL IS LICENSED FOR.	TIMES FOR WHICH THE ACTIVITY IS LICENSED.	TICK ACTIVITIES TAKING PLACE AT YOUR EVENT.
A. The performance of plays	✓	0800-2300 Sun-Thurs 0800-2345 Fri-Sat	
B. The exhibition of films	✓	ditto	
C. Indoor sporting events	✓	ditto	
D. Boxing or wrestling entertainment	X		
E. The performance of live music	✓	ditto	
F. The playing of recorded music **	✓	ditto	
G. The performance of dance	✓	ditto	
H. Entertainments similar to those in A – G	✓	ditto	
I. Making music	✓	ditto	
J. Dancing	✓	ditto	
K. Entertainment similar to those in I-J	✓	ditto	
L. The provision of hot food/drink after 2300	X		
M. The sale of alcohol	X		
N. The supply of alcohol	X		

\*\* But see also Condition 2. This Condition is paramount and the existence of a Premises Licence does not relieve the Hirer of the need to obtain a Performing Rights Society Licence.

It is agreed that the Standard Conditions of Hire shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Management Committee and the Hirer. The Hirer must make sure that they read and understand all of the Conditions and take all steps to ensure compliance.

**PLEASE SIGN BOTH COPIES OF THIS FORM, KEEP THE COPY WITH THE STANDARD CONDITIONS FOR YOUR RECORDS AND RETURN THE OTHER COPY TO MRS JEAN POTTER.**

<p><b>Agreement Signed on behalf of the Management Committee</b> _____</p> <p><b>Agreement Signed by Hirer or authorised organisation representative</b> _____</p>
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