

## ALMSCLIFFE HALL, HUBY, NR HARROGATE / LEEDS

This agreement between the Almscliffe Hall Management Committee and the Hirer named below is made in consideration of the Sum mentioned and the Standard Hire Conditions.

**This form should be returned with your deposit within 7 days to secure the booking**

**Under The Terms Of Our Licence NO DRINK MAY BE BROUGHT INTO THE HALL  
All drink must be purchased over the bar. If drink is required for the Event, please arrange this with the Hall Manager at the time of booking.**

Please answer, writing in capitals-

Name of Hirer		Tel No	
Organisation		Mobile	
Address of Hirer			
Date(s) of Function		Time of Function (including preparation)	Time Function Will End (including clearing up)
Type of Function (e.g. 21 <sup>st</sup> Birthday Party, Children's Party)			
Deposit (20% of total fee)	£	Balance Payable (Please make cheques payable to <b>Almscliffe Hall</b> )	£
Estimated No. Attending		<b>Note: The function £75 bond is payable at the time of booking for bookings outside the area of benefit.</b> <b>Note: 18<sup>th</sup> Birthday Party Bookings are not accepted.</b>	

----- **FACILITIES REQUIRED** (Tick as appropriate) -----

Main Hall (including apron stage).	<input type="checkbox"/>	Main Hall & Full Stage/Committee Room	<input type="checkbox"/>
Main Hall/Full Stage/Lounge, <b>without Bar</b>	<input type="checkbox"/>	Stage/Committee Room only.	<input type="checkbox"/>
Main Hall / Full Stage / Lounge, <b>with Bar</b>	<input type="checkbox"/>	Hall Canopy (Lining) ( <b>£120 extra</b> )	<input type="checkbox"/>
Function ending after midnight? ( <b>£25/hr extra</b> )	<input type="checkbox"/>	Friday eve set up for Saturday function ( <b>£25</b> )	<input type="checkbox"/>

**REQUIREMENTS** (To be discussed & agreed with Hall Manager)

Is food to be served? (Y / N)	
<b>Important:</b> The setting out and putting away of tables & chairs is the responsibility of the hirer.	
Any other information	

**Hall Manager to complete**

Deposit Paid	£	Balance Paid	£
Deposit Receipt No	£	Balance Receipt No.	£
Bond Required? (Y / N)	£	Bond Receipt No.	
Bond Amount Refunded (after event)	£	Receipt No.	

The deposit and any bond is due on signing the agreement. The deposit is not returnable in the event of cancellation. The balance is due before the conclusion of the hired event. The Hirer agrees to observe and perform the provisions contained in the Standard Hire Conditions, and the committee agrees to permit the Hirer to use the premises in accordance with the details above.

**I have received a copy of the Standard Hire Conditions and agree to be bound by those conditions, especially licensing laws, fire safety, and public liability insurance.**

**I understand that this booking also grants temporary membership of the hall to non-members for the duration of the event only.**

SIGNATURE OF HIRER \_\_\_\_\_ DATE \_\_\_\_\_

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## STANDARD HIRE CONDITIONS

The Hirer must observe all the following conditions and responsibilities:-

1. **Responsibility for supervision of the premises, fabric and contents to keep them safely and prevent damage or change of any sort. Accept responsibility for all persons using the premises under this hire whatever their capacity. Responsibility for car park supervision and avoidance of highway obstruction. Responsibility for ensuring all fire exits are clear and will open, and that at least one person present is aware of the fire procedures and is responsible for fire safety.**
2. **Responsibility for ensuring that external noise levels of events are minimised by ensuring that the main entrance door and the main hall fire doors are kept closed and that persons leave the premises quietly, having consideration for people living near the hall by not talking loudly, slamming car doors, revving car engines, etc. Any windows facing adjacent properties must also be closed at midnight.**
3. **Responsibility for ensuring that Children do not have access to unsuitable live and recorded entertainment, or alcohol unless in accordance with current licensing laws.**
4. ***Under The Terms Of Our Licence No Intoxicants May Be Sold By Hirers. Hirers or guests must not supply their own intoxicants. Corkage arrangements are not permitted. If alcohol is required for the event, please arrange this with the Hall Manager at the time of booking.***
5. ***The hall has public liability insurance for non-profit making activities including charitable fundraising functions. Any hirer using the hall for a business/profit-making purpose MUST arrange their own public liability insurance.***
6. Responsibility for leaving the premises and surrounds in a clean and tidy condition, and any contents temporarily removed from their usual position properly replaced, otherwise the committee will be at liberty to make an additional charge. A fee is payable if you wish to waive this responsibility and this is acceptable to the Hall Manager.
7. Responsibility of properly indemnifying the committee in full against the cost of repair of any damage done to any part of the property or contents of the building by persons using the building under this hire. A bond of £75 must be paid in advance of the event to cover possible loss, damage or cleaning costs incurred as a result of the hire unless you reside in the area of benefit. This will be returned in full to the hirer provided that the hall is left in good condition. The cost of rectification of any loss or damage will be taken from the bond and any residual amount returned to the hirer. Should the damage exceed the value of the bond, the hirer will be required to fully reimburse the committee for the additional expenditure incurred.
8. Responsibility for ensuring that the building is not sub-let or used in any way unlawful, and that nothing is brought onto the premises to endanger the same or any insurance policies in force.
9. The hall is licensed for the consumption of intoxicating liquor, for music and dancing, etc. The hirer has responsibility for observing all licences and regulations stipulated by the fire authority, the local authority, and the police or otherwise.
10. Note that this booking grants temporary membership of the hall to non-members for the duration of the event only.
11. A week prior to the hire, the Hirer is requested to contact the Hall Manager at the Hall by telephone to discuss the hire and confirm the required arrangements. Tel No 01423 734436.