

General Information and Information required for Hiring

This is the information we require to prepare the Hiring Agreement. Once we have this we will prepare the Agreement and send you out two copies and please sign and return one copy. We do hire out on a first come first served basis and so it would be as well to return the form as soon as you are sure you would like to go ahead with the hiring.

We have two halls which can be seen on our website. The Main Hall and the King Suite. The Main Hall has a wooden floor and is more suitable for children's parties.

The capacity is:

Main Hall: Seated 100

Seated at tables 80

Dancing 100

King Suite: Seated 50

Seated at Tables 36

Dancing 36

Hiring Fees

Main Hall ***For hirers living within Angmering Parish*** 8.00am to 6.00pm **£16.00** per hour : Evening 6.00pm to 11.30pm **£20.00** per hour ***For hirers living outside Angmering Parish*** the Main hall is £20.00 per hour both day and evening **King Suite** 8.00am to 11.30pm. **£15.00** per hour for hirers within or outside the Parish.

*****If both halls are hired for the whole day there is a 25% discount for events such as weddings and Special Rates are also available for Regular Users and Registered Charities***

Please ensure that you allow time for setting up and clearing away in your allotted time.

There are two payments to us

The **Hiring Fee** (see above) is payable when returning the Hiring Agreement which secures the booking. If you cancel the booking not later than 21 days beforehand we will refund half this. If you cancel after that date there is no refund.

The **Security Deposit** is payable not later than 21 days before the event. This is £50 for children's parties up to the age of 12 and £150 for all other events. This is a deposit against damages or any breach of the terms and conditions of the Hiring Agreement. This is refunded in full if there are no damages or breach but if there are damages or costs arising from any breach those costs will be deducted from this deposit.

If you intend having a bouncy castle you will need to complete a separate form which will also state that you confirm you have checked the provider has proper insurance and that it will only be used under certain conditions. The use of any trampoline on the premises is not permitted.

The information we require now is:

Name of Hirer (and organisation if applicable)

Address of Hirer

Telephone Numbers to include landline where possible

Email address

Purpose of Hire

Bouncy Castle/Trampoline/Magician/Other Entertainer (Smoke machines are not permitted)

Date Required

Time Required

Main Hall/King Suite/both/Kitchen/Garden

Age (if under 25)

Do you require WIFI?

Is alcohol to be served or sold?

Will you be bringing any electrical equipment onto the premises? We will need to see a PAT test

Likely number of people at the event