

## Reach Village Centre - Conditions of Hire

1. An Application Form (which can be downloaded from [http://www.reach-village.co.uk/village\\_centre.html](http://www.reach-village.co.uk/village_centre.html)) must be completed and sent to:

**Grahame Radford**  
**14 Ditchfield**  
**Reach CB25 OJA**  
**Tel: 01638 742814**

2. **A deposit of £50** must be paid at time of booking. Any balance plus a £20 breakage deposit is due 7 days before the event. The breakage deposit will be returned within 14 days, less the cost of replacing any items that have been broken/damaged or for any extra cleaning that may be have been found necessary.
3. **The hirer may cancel** a booking if notice is given in writing up to 14 days prior to the event. If cancelled after this time the deposit will be forfeited.
4. **The maximum number of people allowed in the Centre at any one time is 90.**
5. **NO SMOKING** is allowed in the centre, at any time.
6. **Stewards:** The hirer must provide such number of attendants and stewards as may be necessary to secure the effective supervision of the premises during the hiring, including:
  - the orderly and safe admission and departure of persons to and from the premises and the orderly and safe clearance of the premises in case of emergency.
  - the safety of the premises and the preservation of good order and decency therein.
  - the **NO SMOKING** policy is adhered to.
  - ensuring that all doors giving egress from the premises are unfastened, unobstructed and immediately available for exit the whole time the premises are in use.
  - ensuring the prohibition of footwear of any kind liable to cause damage to the floors.

By law, 2 stewards are required. If none are available, Centre Stewards can be made available to the hirer at a charge of £10 per hour each.

7. **No excisable liquor** shall be sold unless an occasional licence has been obtained by the hirer or on his behalf and the hirer shall ensure that any conditions of such a licence be complied with. (A variation to the licence must be applied for, obtainable from East Cambridgeshire District Council.

8. When the premises are hired for the purposes of **auction sales, horticulture shows or other events of a like nature**, the hirer must protect the floor of the Main Hall and Small Hall with suitable covering.
9. **No nails or fastenings** of any kind (including Bluetak or Sellotape) shall be driven or put into any wall, partition, pillar or other fittings or furniture. The Committee has provided, at various points in the main Hall, a number of hooks and screws to which decorations may be fixed. The Caretaker will indicate these to any hirer.
10. **The Hirer shall repay** to the Committee on demand, the cost of reinstating or replacing, or repairing any part or parts of the property (which includes all property owned by the Centre, e.g. Crockery) and any of the furniture and fittings which shall be damaged, destroyed, stolen or removed as a result of the negligence of the hirer during the period of the hire.
11. **The hirer shall indemnify** the Committee against all claims, demands, actions or proceedings in respect of any loss, damage or injury caused of or to any person which shall occur while such person is in or upon part of the property or arise from any accident or occurrence which shall happen while such person is in or upon part of the property or in respect of any loss or damage suffered or sustained by any person by reason of use of the property by the hirer.
12. **The Committee reserves** unto themselves and their officers, servants and agents a right to every part of the premises at any time when duly authorised so to enter.
13. **The hirer must not inconvenience** the neighbouring people, or their properties in any way.
14. **The hirer is responsible** for obtaining necessary theatrical licences and complying with Performing Rights Society Regulations and all Police and Fire Regulations.
15. **For Sunday hiring** - it must be understood that the Church takes priority over any other bookings.

#### 16. Limitations of Times of Hire

**Music and Entertainment must not continue after the hours shown below:**

<b>Weekday Nights</b>	<b>Midnight</b>
<b>Saturday Nights</b>	<b>11:45pm (Hall cleared)</b>
<b>Sunday Nights</b>	<b>10:00pm</b>

**The Hall should be vacated 1 hour after these times, except where stated.**

17. **Keys** can be obtained from Grahame Radford at 14 Ditchfield, Reach (Tel: 01638 742814) and must be returned to him immediately after the period of hire. All keys during the hire period are the responsibility of the hirer.

18. **It is expected** that all hirers will leave the Centre clean and tidy. If the Centre is not left in a satisfactory condition, at the Caretaker's discretion, the cleaning and breakages deposit will be retained.

19. **First Aid:** Hirers must nominate a person to be responsible for summoning help in case of injury or illness. A phone box is located near the bus stop on the other side of the Green from the Centre.

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### REACH VILLAGE CENTRE

Hirers must now stipulate the names of two stewards who are responsible for the implementation of *Condition 6* of the conditions of hire.

**With special regard to:**

1. Orderly behaviour both inside and outside the premises.
2. Keeping fire access free.
3. THE NO SMOKING POLICY.
4. Keep noise (music) to a reasonable level (*condition 13*)
5. Ensure closure times are adhered to.

Failure to observe these conditions could lead to litigation if a nuisance is caused.

**Names of Stewards:**

1. ....

2. ....

**Hirer's Signature:** .....

**Date:** .....

**On completion, please return to: Grahame Radford, 14 Ditchfield, Reach CB25 0JA**