

THE BERNARD HALL CUDDINGTON



Your attention is drawn to the Conditions of Hire and Checklist on the following pages

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THE BERNARD HALL

HIRE CHARGES



Standard Rate Monday to Friday	Weekend Rates 5.00 pm Friday to Midnight Sunday		Commercial Rate	Heating (applies to all rates if used)
9.00 am - Midnight	9.00 am - 5.00 pm	5.00 pm - Midnight	Monday - Sunday	24 hours
£12.00 per hour	£12.00 per hour	Flat rate £90.00	£300 per day	£6.00 per hour
Weekly Block Booking: Rate negotiable – please enquire				
DEPOSIT for parties (payable as a separate cheque): Children under 12 years £50 ; All others £200				

CONDITIONS OF HIRE

- The Hall must be hired for the full number of hours for which it is needed. **Important: Any setting-up and/or clearing-up time required must be included in the hours that you book.**
- The Hall is managed on a non-profit-making basis and there is no caretaker. Hirers must make their own arrangements for setting out and cleaning the Hall, and must allow time for doing so when booking.
- To comply with Fire Regulations, the maximum number of people permitted inside the hall is 200. Hirers are responsible for ensuring that this number is not exceeded at any time. When people are to be seated however, the maximum practical number is substantially less.
- All ball games, badminton or similar are strictly prohibited inside the Hall unless permission has been obtained in advance from the Bernard Hall Management Committee.
- The Bernard Hall Management Committee requires to ensure that all hirers/users of the Hall are aware that the safeguarding of any children or vulnerable adults is the responsibility of the hirers. Acceptance of this safeguarding policy is part of the agreed contract taken out on hiring the hall.
- Safety:** Hirers are responsible for ensuring that the Hall is used safely. Heating, lighting and other electrical equipment must not be altered or tampered with in any way.
- Lights:** Please turn ALL the lights off when you leave the building, including the outside lights.
- The Hall has a public address system, for use in the Hall only, which can be hired for £30 per hiring. The PA system will be set up for you by one of the hall technicians. Instructions for use will be provided.
The Hall also has stage lighting, which can be hired for £30 per hiring. Instructions for use will be provided. The stage lighting controls are not suitable for use by children.
If the PA system and/or the stage lighting is required, the hirer must request this **at least four weeks before the date of hire** by contacting Chris Long, email address chrisdglong@hotmail.com
- The Hall has a cinema projector and large screen, which can be hired for £40 per hiring plus £40 payable to the projectionist provided on the day. If the projector is required, the hirer must request this **at least four weeks before the date of hire** by contacting Chris Long, email address chrisdglong@hotmail.com
- Cancellation:** When a booking is cancelled up to four weeks before the date of hire, a full refund will be given. No refund will be given for cancellations less than four weeks before the date of hire.
- Cleaning, damage and litter:** Hirers must ensure that the Hall is left clean, tidy and in good repair. There is a large, standing ashtray in the foyer; please place this outside prior to your event for your smokers, and then clean and replace it after use. The Hirer must take home all rubbish at the end of the hiring. There is no Council rubbish collection from outside the Hall building. The Hall will be checked after each function (see checklist on following page) and the Hirer will be charged for any cleaning, repair or rubbish removal costs incurred.
- If you will be selling alcohol at your event, you must obtain written permission from the Bernard Hall Management Committee, who will explain the necessary licensing requirements and responsibilities.

THE BERNARD HALL

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HIRING CHECKLIST



The following points will be checked by the Bernard Hall Management Committee after each hiring

1. Hall and kitchen floors to be left clean and tidy, swept and mopped.
2. Inside and outside of Hall to be free of rubbish and litter, including cigarette ends.
3. Standing ashtray to be cleaned and left in the foyer.
4. Kitchen work surfaces to be cleaned.
5. Dishwasher to be emptied of water and cleaned as per the instructions on the kitchen wall.
6. Fridge to be switched off and left with the door open.
7. Kitchen hatch shutter to be left down, with the key in the lock and turned to the locked position.
8. Any tables used to be cleaned and returned to the storage position at the back of the stage. Card tables to be returned to the room to the right of the stage.
9. Folding chairs to be stacked tidily under the benches at the rear of the hall, or in the room to the right of the stage, and *not* down the sides.
10. Toilets/washrooms to be left clean.
11. All radiator thermostats to be left in the fully 'on' position (turned fully anti-clockwise).
12. All lights to be switched off, including the outside lights. Note there is an outside light switch next to the double exit doors at the rear.
13. The building fabric and inventory will be checked for damage and any necessary repairs will be charged to the Hirer. The following items in particular will be inspected:
 - Kitchen equipment
 - Mirrors on rear wall
 - Light bulbs
 - Public address and audio-visual system
 - Stage lighting