TICEHURST VILLAGE HALL

Managed by The Beatrice Drewe Trustees Reg. Charity No. 305314

This Agreement is made between The Beatrice Drewe Trust – BDT – and the Hirer
Before completing this application, please check the availability of the room required with the
Caretaker: John Brooker - Tel. No. 01580 388527 or 07716 086931

HIRER/CONTACT (must be an individual aged 18 or over)

FULL NAME ……

ADDRESS

……

Telephone Email

HIRER'S ORGANISATION/PRIVATE BOOKING

……

ROOM REQUIRED HALL KITCHEN STAGE BAR LOUNGE ASTON WEBB ROOM

PURPOSE OF HIRE

……

DATE REQUIRED TIME REQUIRED

……

EQUIPMENT REQUIRED Chairs Tables Kitchen China Other

……

DECLARATION BY HIRER
I agree to abide by the "Conditions of Hire" set out on the attached document dated 1st January, 2019

……

SIGNED BY CARETAKER ON BEHALF OF BDT **SIGNED BY HIRER/ORGANISATION**
DATE **DATE**

……

This form must be completed and returned to:
John Brooker (Caretaker), The Village Hall, Lower High Street, Ticehurst, East Sussex, TN5 7BB

Date Confirmation Sent Charge Payment received Amount

TICEHURST VILLAGE HALL

(Registered Charity Number 305314)

HIRING CONDITIONS

(Revised prices apply from January 2027)

- **Main Hall or Lounge:** £18 per room per hour or part. £27 per hour for commercial classes and companies.
- **Aston Webb Room only:** £17 per hour or part thereof.
- **Kitchen**: FREE when booking any of the rooms
- **Children's Parties:** £60 for 4 hours (includes set up and clearing up time)
- **Licenced Bar:** The premises is fully licenced. Apply to the Caretaker John Brooker for charges.
- **All bookings** must be made with the Caretaker, John Brooker on 01580 388527, Mobile 07547 478587 or on our website **www.ticehurstvillagehall.co.uk**.
- The hirer is responsible for any loss or damage to the premises during the period of hire, apart from normal wear and tear.
- The hirer is responsible for their own safety on the premises and for giving safety instructions in the event of a fire. **Children under 10 are not allowed in the kitchen**. **Wheelchair access** to the Hall is next to the Therapy Room.
- **No electrical heating appliances** may be brought to the premises without the permission of Caretaker. The central heating is set by the Caretaker and any deficiencies should be reported to the Caretaker. At the end of the hiring the Hirer must ensure that all lights, heaters and kitchen equipment are turned off. The Hirer is responsible for removal or recycling of all their rubbish.
- The Village Hall is insured for Public Liability but the Hirer will be held responsible for any damage or breakages beyond reasonable wear and tear. No nails or fixings which would damage the wood or paint may be used.
- Preparation time and clearing up time will be included in the hours of hire.
- **Charges**: All bookings may be subject to a deposit. If bookings are cancelled the charge may be refunded in part at the discretion of the Caretaker or Treasurer providing notice has been given.
- All property of the Hirer must be removed from the premises at the end of the hiring.
- All kitchen equipment and crockery must be left clean and put away at the end of the hiring.

Cheques Payable to: The Beatrice Drewe Trust

Sort Code: 60-22-15 Account Number: 71166327

Peter Reeves, Chairman, Beatrice Drewe Trust – 18th October 2024