

VERA FLETCHER HALL

4 Embercourt Road, Thames Ditton, KT7 0LQ

Booking Form – Stage Productions

Date Required:	Function:
Start Time, inc set up time:	Finish Time, inc clearing up time:

Name:.....

Address:

.....Post code.....

Tel. Home:.....Mobile

Email address

Facilities Required

	Hire Costs	Amounts to be invoiced
Hire of Main Hall & Stage for Stage Production	From £175.00	£
Green Room	£8.00 per hour	£
Hire of Servery ONLY (no china) per performance	£45.00	£
Hire of Kitchen /Servery with China & Cutlery per performance	£90.00	£
Cleaner Req'd to CLEAN UP AFTER EVENT p/hour	<u>Weekday</u> <u>Weekend</u>	£
Minimum of 1 hour, depending on usage/event	£12.00 £15.00	
Set up/remove tables & chairs, + £10 for dining tables	£24.00 £32.00	£
Set up/remove chairs only	£20.00 £27.00	
Stage Lighting £15.00 per performance	£15.00 x	£
<i>Please note that use of the lights/tech equipment requires the hire of our Technicians at minimum £40 to be paid directly to them.</i>	TOTAL COST	£ =====
£100 or 10% deposit with booking form whichever is greater please * £100.00 Refundable Deposit cheque to be sent 1 month before event		£

Please pay balance 2 weeks before event

* If Conditions of Hire are breached, the Refundable Deposit is liable to be forfeited in part or in total at the discretion of the VERA FLETCHER HALL Committee.

PLEASE NOTE: ALL THE THEATRE PROPS MUST BE REMOVED FROM THE HALL WHEN THE PRODUCTION FINISHES – otherwise a charge will be raised for removal. ALL RUBBISH CREATED MUST BE REMOVED BY HIRER AS THERE IS NO BIN SPACE AT THE HALL. PLEASE PROVIDE PLASTIC SACKS. NO SELLOTAPE OR BLUE TAC MAY BE USED ON THE WALLS.

STAGE LIGHTING – Only to be used by prior arrangement with Lighting Manager.

I hereby agree to abide by the conditions of the Hall hire as detailed in the Conditions of Hire.

Signed Date

Please make cheques payable to THE VERA FLETCHER HALL ASSOCIATION and return to:
 Mrs Amelia Crafts, 4 Embercourt Road, Thames Ditton, Surrey KT7 0LQ. Tel: 08456 528529 weekdays 9am to 5pm. Email: hirer@verafletcherhall.co.uk BACS information: Sort code: 40-44-11; Acct no. : 51122932

Manager: Mrs Amelia Crafts, 4 Embercourt Road, Thames Ditton, Surrey KT7 OLQ. Tel: 08456 528529, weekdays 9am to 5pm.
Email: hiring@verafletcherhall.co.uk

CONDITIONS OF HIRE OF VERA FLETCHER HALL

As the Hall is located close to people's homes and, in particular, our elderly neighbours at Imber Cross, the Vera Fletcher Hall Association must stress the simple message:

- Please -**
- Keep the Outside Doors CLOSED at ALL times**
 - Keep the Noise Level down - particularly if a PA System and/or music is used**
 - Depart Quietly, Avoiding Shouted Farewells, Banging Car Doors, Tooting Horns etc.**
 - Avoid parking in Imber Cross (the private road beside the Hall) and obstructing drop curbs.**

It is the Hirer's responsibility to bring to the attention of those present at the Hall the need for considerate behaviour. This message should be copied into all programmes for public performances etc.

1. All applications for hire of space, facilities or services in the Hall must be addressed to the Manager, who will be responsible for informing the VFH Executive Committee of the requirements of the Hirer. The Hirer is asked to provide information requested on the hire form overleaf.
2. All booking applications in respect of the Hall denote full acceptance of the Conditions of Hire by the Hirer.
3. All bookings and day-to-day use of the Hall will, at all times, be under the control of the Manager or VFH Executive Committee's nominated Deputy.
4. The Hirer shall use the space hired only for such activities as have been previously agreed in writing with the Manager of the VFH.
5. The Hirer is advised that it is in one's own interests to carry out assessments of any risks that may arise from one's activities, and to take suitable steps to manage those risks
6. Hirer's must be fully aware of their responsibilities with regard to the provision of suitable means of escape and fire warning arrangements for disabled persons and children that may use the hall during the hire period.
7. The Hirer shall not sub-let the space hired.
8. The Manager and his/her representatives, police and fire officers in uniform shall have free access to all parts of the premises and the Hirer shall conform to their reasonable orders.
9. For all public performances the hirer will be expected to nominate a Front of House Manager (acting under instruction of the Hall Manager) for the duration of all performances of any description during the period of hire. The maximum number of persons admitted to the Hall shall not exceed the agreed total. **Attention** must be drawn to the **Fire Exits**, which must **NOT BE OBSTRUCTED** at any time during the occupation of the Hall. The French window **Fire Exit** must **remain closed** during the use of the premises except in the case of emergency where comfort, health and safety of the guests are endangered. Any music must be turned off and buildings and surrounding areas must be clear by 23.30 hours or under special circumstances (as agreed with the management) by 12 midnight prompt.
10. All Hirers must specify to the Manager if they are using sound medium (live band, orchestra, electronic etc). Maximum use and any technical details must be discussed and agreed.
11. Fixtures and fittings and items of equipment, including stage lighting and sound equipment belonging to the Vera Fletcher Hall Association may not be moved adapted or interfered without the authority of the Manager of the Hall. No items of equipment may be used without prior agreement with the Manager. No nails, tacks, blue tac, sellotape, or other fastening shall be driven into the walls, fittings, floors, stage, furniture or equipment. Any damage however caused during the period of hire shall be made good by the Association at the Hirer's expense.
12. All property and effects belonging to the Hirer are left on the premises entirely at the owner's risk. All such property and effects shall be removed at the termination of the period of hire. Any cost incurred by the Association, should the Hirer fail to comply with these conditions, will be charged to the Hirer.
13. The Hirer shall leave the Hall in an orderly state and shall be responsible for the removal of all belongings and litter and accumulated during the period of hire by the end of the hire period. Full checks should be made to ensure ALL windows and doors are closed and lights switched off.
14. Whilst the Association holds all licences and permits required for the public operation of the Hall, the Hirer shall be responsible for ensuring that any Performing Rights Fees in respect of material to be presented within the Hall be paid, and that all Licences and Permits issued against such payments be displayed as may be required as a condition of use.
15. In all correspondence, leaflets, posters, advertising and other printed matter, the Hall shall be referred to as the Vera Fletcher Hall, 4 Embercourt Road, Thames Ditton, Surrey KT7 OLQ.
16. Car Parking. The Hirers and guests are expected to park within the neighbourhood in an orderly, considerate and acceptable manner with the provisions of the law. Please do not obstruct drop kerbs or park in Imber Cross (the private road beside the Hall).
17. Alcohol licensing. This is dealt with separately between the Magistrates Court, the Vera Fletcher Hall Association and Franchise agreement. **No alcohol** will be stored on any permanent basis within the precincts of the Hall. **No alcohol** may be dispensed without the specific agreement of the Association Management as to the manner thereof.

18. The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks and have access to the children (checks may also apply where children over eight and vulnerable adults are taking part in activities). The Hirer shall provide the Hall Manager/ committee with a copy of their Child Protection Policy on request.
19. The hirer must make arrangements to insure against any third party claims which may lie against them as a result of their use of the hall. To the extent permitted by law, the VFH disclaims any liability for any injury or damage resulting from the hire of the hall.
20. Please pay a non-returnable deposit as detailed on the Booking Form. Cheques should be made payable to the Vera Fletcher Hall Association. The Manager will be in touch prior to the event to arrange access to the Hall for the hire period.
21. That the invoices are payable within 7 days of the issue of the invoice.
22. That the Late Payment of Commercial Debts (Interest) Act 1998 as amended and supplemented to incorporate the features of European Directive 2000/35/EC on combating late payment in commercial transactions shall apply where appropriate.
23. Regular hirers: please provide at least six weeks notice to cancel hire. Cancellation at short notice may be charged at full rate.
24. To view our updated Privacy Policy in line with the new standards introduced by the European data protection law known as the General Data Protection Regulation (GDPR) visit www.verafletcherhall.co.uk