

ST GWENFAEN'S HALL ENTERPRISE  
**HIRE AGREEMENT 2019**

Please read the following hirers' responsibilities before you sign the agreement at the end confirming your booking:

1. The hall is available for hire any day between 08.00 and 23.30. Please consider neighbours when you leave.
2. Any valuables or items brought into the hall and used on the premises are the responsibility of the hirer.
3. Please ensure your guests park thoughtfully. It is possible for organisers to drive into the grounds to park, load/unload at the left hand side of the hall, through the gate.
4. By law the premises is a non-smoking area, those wishing to smoke must do so outside and use the buckets of sand for stubs.
5. There are plenty of chairs and tables, with 2 trolleys to move chairs around. We have 8 additional trestle tables.
6. Please ensure furniture you have used is cleaned and put back as you found it.
7. **Under no circumstances should anything be stuck to walls or doors.** There are 2 display boards at the end of the main hall you can use.
8. The kitchen may be used as a service area but it is not of catering standard ie raw food should not be cooked on the premises.
9. Use of china, cutlery and glass in the kitchen is included in the rental of the hall. Please wash, dry and replace.
10. Please bring your own tea towels.
11. All breakages should be reported and paid for. Accidental damage is the responsibility of the hirer. The cost of breakages or damage will be deducted from the deposit.
12. The hall is not licensed. If you intend to sell alcohol it is the hirer's responsibility to obtain the necessary licences for the sale of alcoholic drink and playing music. We have forms for temporary licences – please ask in good time – and at least 21 working days ahead. Hire Agreements and licence applications should be signed by individuals aged 25 years or older.

13. Two adults (preferably parents) must be present if the hall is hired for a party by an individual who is under 25 years of age.
14. Please ensure you leave the hall and equipment in good order. See checklist at the end of this document. A copy displayed in kitchen.
15. In no circumstances should any food be left at the hall after an event. Please take any left over food home with you.
16. Anglesey County Council have strict recycling requirements. There is a separate sheet explaining about rubbish removal
17. Please ensure the central heating and drinks hot water boiler are turned off at the end of your rental. There are instructions on both boilers in the kitchen.
18. Please make sure all exterior doors and windows are shut and locked when you leave.
19. The double front doors are a fire exit and should be kept clear of furniture **at all times**. They are opened/closed by the push bar. When leaving the hall please make sure these doors are closed from the inside. Please **ALWAYS** leave by the side door.
20. All lights need turning off including the front outside light. The switch is by the main double doors in the main hall. The lights at the side of the hall are on a sensor and should be left on.
21. Please return the keys as agreed.

**We hope you enjoy your use of St Gwenfaen's Hall. There is a list in the hall of people you could contact if you experience any problems.**

**Departure check list**

- *Are all the windows and doors locked?*
- *Is the hot water boiler turned off?*
- *Are all the lights, including those in the toilet areas, turned off?*
- *Any breakages or damages*

## Cleaning check list

Check cloakrooms: Toilets and hand basins to be left clean; any rubbish in the bins to be removed.

- Replace all furniture as you found it, cleaned appropriately. If necessary, sweep or vacuum floors, washing off any stains; be careful not to wet the wooden floor too much.
- Please re-cycle glass, plastic etc as detailed on separate sheet. Anglesey Council have strict recycling requirements and glass, plastic etc are collected every week. Glass and plastic must NOT be put in the black bin.
- Any excess rubbish that cannot be put in the bins must be removed from the premises by the hirer.
- Kitchen to be left clean and tidy with any items that have been used to be cleaned and replaced where they were found. Thank you.

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Please book the hall for me from ..... until .....

on..... until ..... inclusive

Number of hours/days .....

I confirm that I have read and agree to these terms, and that I have read and will adhere to the fire regulations which are posted in the kitchen.

Signed.....Date.....

Print name and address .....

.....

Contact number(s).....

Email: .....

Please return the completed form to:

Edna Aldred, Rectory Cottage, Rhoscolyn, Holyhead, Anglesey,  
LL65 2SQ

Tel: 01407 861388, Mobile: 07763988088,

email: gwenfaen@gmail.com