

Normandy Village Hall: Regular Users Contract.

Part 1 –Terms and Conditions to qualify for Regular User Hire Rates.

Normandy Village Hall Management Committee invites Regular Users (Clubs/Society/Organisations) to consider their booking requirements for the period January 2018 – December 2018.

The Committee is prepared to apply the Regular User Hire Rates for this period on the following terms:

1. That the total number of bookings by your organisation per annum is **more than 30 times for Weekly Hirers and more than 9 times for Monthly Hirers.**
2. That block bookings can generally only be accepted from Monday to Friday. Saturdays and Sundays will be considered with the agreement of the Management Committee
3. That acceptance by the Regular User organisation requires them **to pay for all booked periods whether they use them or not**, except for public and school holiday periods or if the Management Committee finds it necessary to cancel the hire due to unforeseen circumstances.
4. That a Weekly Regular User organisation, if so requested by the Booking Secretary, must yield no more than **three of its bookings** in the event of another Regular User or Occasional User requiring them, provided that at least 6 weeks notice is given, or a lesser time at the discretion of the Management Committee.

In order to establish a fair allocation of Fridays, Saturdays and Sundays, these days and times may have to be forfeited by the Contracted Weekly Regular User in the event of another Regular User or Occasional User requiring them. This will be at the direction of the Management Committee.

All lettings are subject to **Normandy Village Hall Terms and Conditions of Hire**, a copy of which is enclosed. In particular Regular Users are respectfully reminded that they should **ensure** all lights and heating are turned off, all windows are closed and all doors are **locked** and that the premises are left secure.

It should be noted that the Booking Confirmation & Invoice form shows the dates of your bookings and the dates that the monthly payments should be sent to the Treasurer. Payment should be made by bank transfer to sort code 40 52 40 account number 00008704 by the dates shown, quoting the reference as indicated. If necessary, cheques should be made payable to 'Normandy Village Hall'.

IMPORTANT: Payment is monthly in advance. No additional invoices will be sent and failure to send payment within the due month may jeopardise your future bookings. If any changes or amendments are necessary a revised Booking Confirmation & Invoice Form will be sent.

The rates of hire for your booked sessions will take effect from 1st January 2018.

Unauthorised use of the Hall for any purpose, i.e. without prior booking is not permitted and anyone doing so will **not** be covered by the Hall insurance and will be personally liable for any accident or damage occurring.

Enclosed with the Contract Booking Form is a copy of the Normandy Village Hall Health and Safety Policy. It should be read and understood by a responsible person of the hirers of the Village Hall.

Page 2 of the Health and Safety Policy document must be signed and dated by a responsible person of the Hirer and returned with the Booking Form to the Booking Secretary.

If you have any concerns or issues concerning the health or safety of the Users of the Village Hall or the surrounding grounds, please contact Jon Pick mob 07836250099 or a Committee member.