

THE EVELYN HALL IN ABINGER COMMON

TERMS FOR ALL HIRERS

PLEASE READ AND KEEP

All bookings must cover your set up and clean down times.

Hourly Rate = £20.00 per hour

- **Decoration**

Nothing to be attached to the walls, woodwork or any paintwork at any time (including radiators). Even blutac and light masking tape pull the paint off our beautiful ancient walls.

Reparation is charged at £175 per day for professional painters.

There are hooks all around the dado rail and dotted all over the hall for hanging or stringing decorations.

- **Deposit**

Please provide your Credit Card details on this booking form as your undertaking to make good any damage to the hall, the paintwork or fixtures and fittings. We also ask that the hall be left in a clean condition (including ovens and fridges), if the hall is not left clean, cleaning will be charged at £15.00 per hour or part thereof.

- **Cancellation**

Please give at least 72 hours notice of cancellation or the FULL hire rate for the booking will be charged.

- **Music**

NO MUSIC TO BE PLAYED OUTSIDE THE HALL AT ANY TIME, WITHOUT EXCEPTION

You may play **unamplified** music inside the hall until 11.30 pm providing the windows and doors remain closed at all times. Contravening this rule will result in the power being switched off and the party will be dispersed without refund.

- **Under 25's**

ALL PARTIES FOR UNDER 25's must be supervised by adults at all times.

Please contact us before making a booking, to discuss whether The Evelyn Hall is suitable for your party.

HIRE CONDITIONS

Please ensure your hire time includes your set up and clear up time.

The charges include the use of the hall, the servery, the kitchen and the patio and garden. This also covers heating and the tables and chairs. There are some mugs and a few bits of basic cutlery left out in the kitchen for all to use.

CUTLERY AND CROCKERY HIRE - The hall has a set of white crockery and decent cutlery, which can be hired out at an **additional charge**. Please tick the box on the form as these cupboards are kept locked.

Hall users are responsible for putting everything away, emptying the dishwasher, kitchen bin and putting the rubbish in the appropriate coloured wheelie bins outside, leaving the hall and equipment clean (see notice in the kitchen), turning off the heating and appliances, and leaving doors and windows secure before leaving the building.

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INFORMATION

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Lighting: As you come into the hall there are light switches to the left of the main door. These control the front and side outside lights and the other switch is for the lights below the balcony. All other internal light switches are just inside the fireplace on the right hand side. There is a dimmer switch for the down lighters. The rear lights to the amenity block are situated by the rear door in the block.

Please ensure all lights are switched off after hire.

Heating: The control box is on the left hand side of the entrance door from the main hall to the servery. Please only use the **+** and **-** buttons on the **right** of the unit – these put the temperature up and down. The heating is on low permanently and you must put the heating back down at the end of hire. Please do not touch the buttons on the left of the unit – they only alter the time, day and programme.

Toilets: Please ensure these are left clean and useable after hire. There is a disabled toilet complete with baby changing unit. Nappies are only to be placed in the black bins outside the hall and must not be left in the toilet block or kitchen.

Cooker and Urn: This is paid by 50ps in the meter (found in the cupboard on the right hand wall of the servery). To switch the cooker on, see instructional manual, which is kept in the top right hand draw by the dishwasher.

Dishwasher: This is on the hall electricity circuit, but do remember the dishwashing cycle takes about an hour and this **MUST** be emptied before you leave.

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STATUTORY TERMS AND CONDITIONS UNDER THE LICENSING ACT 2003

PLEASE READ AND KEEP

Annex 1 – Mandatory conditions

SELLING ALCOHOL

No supply of alcohol may be made under the premises licence at a time when there is no designated premises supervisor in respect of the premises licence, or at a time when the designated supervisor does not hold a personal licence or his personal licence has been suspended.

Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

Where the film classification body is specified in the licence, unless subsection (3)(b) applies. Admission of children must be restricted in accordance with any recommendation made by the body.

Where –

the film classification body is not specified in the licence, or the relevant licensing authority had notified the holder of the licence that this subsection applies to the film in question admission of children must be restricted in accordance with any recommendation made by the licensing authority.

In this section –

“children” means person aged under 18; and

“film classification body” means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c.39) (authority to determine suitability of video works for classification).

Annex 2 – Conditions consistent with operating schedule

Music played in the Hall will be at an acceptable level as not to cause a disturbance to local residents.

Annex 3 – Conditions attached after a hearing by the licensing authority

None

Revised 8th January 2024

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PLEASE RETURN

I (NAME, PLEASE PRINT).....

ADDRESS.....

..... POST CODE.....

TEL..... Email:

Apply to hire The Evelyn Hall on (DAY/DATE)

FROM am/ pm..... **To** am/pm.....

FOR THE PURPOSE OF.....

Cutlery and Crockery hire, **add £25** Please tick

PAYMENT AND CONTRACT

I agree to pay the hire charge of £..... (£20 per hour booked, plus cutlery and crockery)

Please pay the full hire fee by BACS to
EVELYN HALL COMMITTEE (Natwest Bank)

Account - 2202 5332

Sort – 60-07-02

Please use the name used for the booking and the booking date as the reference and send an email to theevelynhall@gmail.com to confirm it has been transferred along with your booking date and name.

Credit Card Details (I undertake to make good any damage to the hall, fixtures and fittings)

Card number.....

Expiry date.....

One copy of **this page**, to be signed and returned to the Booking Secretary:
Kim Edwards, 32 Evelyn Cottages, Abinger Lane, Abinger Common, Dorking, Surrey RH5 6JE

I agree to the terms and conditions and confirm that I am over 25 years old.

Signed.....

Date.....