RIXTON-WITH-GLAZEBROOK COMMUNITY HALL
Manchester Road, Rixton, Warrington, Cheshire, WA3 6JZ
Registered Charity No. 521298
HIRING CONTRACT

Name:  
Address:  
Post Code:  
Tel:  
Mobile:  
Email:  

Day/Date of Booking:  
Time of Booking:  from — to (include setting up / clearing away time)

No of Tables required:  
No of Chairs required:  

<table>
<thead>
<tr>
<th>Room required</th>
<th>Hiring Cost</th>
<th>Yes/No</th>
<th>Charge Due</th>
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| Complete Building (max of 200 people) | £25 for 1st hour then £15 per hour thereafter  
MIN BOOKING 3 HOURS |        |             |
| Main Hall (max of 150 people) | £20 for first hour then £10 per hour thereafter 
MIN BOOKING 3 HOURS |        | MINIMUM £40 |
| Small meeting room (max of 45 people) | £15 for first hour and then £5 an hour thereafter 
MIN BOOKING 3 HOURS |        | MINIMUM £25 |

Bar required? £25 charge applicable
Hiring Charge due
Insurance £100 refundable deposit paid by separate cheque

Please read the following Conditions of Hire:
- The booking is not firm until the hiring charge has been paid.
- In case of cancellation, the hiring charge will not be returned unless the hall is re-let.
- The insurance charge of £100 will be used to repair damage caused or for additional cleaning.
- No Smoking anywhere on the premises or areas nearby, especially doorways.
- Please respect the neighbours and keep noise levels to a reasonable level, especially when doors are open in warmer weathers.
- The hirer is to be the last to leave and see that everyone is out at the stated time.
- Leave the Community Hall, including the kitchen, as you found it.
- The Community Hall Committee do not accept any liability for the loss or damage to personal items.

I have read the above and agree to abide by the conditions of hire and rules over page:

Signed: .........................................................  Date: .........................................................

Please return this form and payment within 7 days or the booking will be cancelled. Cheques to made payable to Rixton-with-Glazebrook Community Hall. Please return form and payment to: Dee Carey (Hall bookings), 48 Allenby Rd, Cadishead, Manchester. M44 5FA 07851 267891

For official use only

Hiring Charge received by: .................................................................

£100 insurance payment received by: ..........................................................
RULES OF USE

- Please be considerate when arriving and leaving our hall. We are situated in a residential area, and do not want to cause any upset to our neighbours.
- We are a licensed premises, and can provide a full bar upon request. This is managed by the Black Swan pub. Please call 0161 222 4444 to arrange.
- Please treat the hall and its facilities well: any damage, or any mess left that requires us to need additional cleaning to what we already pay for, will result in the loss of your deposit.
- If any of the hall crockery is broken during your visit, please leave on the kitchen side. We know that accidents happen... this helps us to know what we need to replace.
- If you fill the bin, please empty it into the main bins at the rear of the hall (spare bin bags are located under the kitchen sink).
- Please wash and put away all crockery that you have used during your visit to the hall.
- If any spillages occur, please help us by mopping these up (one mop is provided for the toilet area, and one for the rest of the hall).
- Please do not use sellotape or masking tape to fix decorations to the hall walls and paintwork. Blu tack is fine to use.
- If anyone adjusts the heating thermostats, please set them back before you leave the hall.
- Please return any furniture to its original location as you leave.
- Please close and lock ALL DOORS before leaving the hall.
- Any problems – please contact Dee on 07851 267891

Enjoy our hall, and help us to keep it going! Please recommend us to friends, family and your clubs/groups!

Thank you