

WRESSLE VILLAGE HALL HIRE AGREEMENT

A Note of Appreciation

Many thanks for hiring our lovely Village Hall!

We are grateful to all those volunteers who keep the hall tidy and well-maintained and to all those who hire it to put on events and classes for the community to enjoy together

Payment

Payment prior to hire please by BACS to:

Wressle Parish Council

HSBC Bank - Sort Code: 40-25-07

Account Number: 00 88 25 85

**Please ensure you have read the Terms & Conditions of Hire and Hire Charges before completing this form.
This page is 1 of 5 pages**

The Village Hall ('the Hall') is owned by The Village Hall of Wressle (CIO), charity registration number 1215604 ('the Owner'), acting by its trustees and those authorised by them from time to time

HIRE COSTS - effective from 1 JUNE 2026

Main Hall £12.50 per hour

Full Day £125 (9am to 11pm)

Small Room £10 per hour

Kitchen Hire See Definitions of Hire

Full kitchen £40

Drinks only/light kitchen use No charge

A minimum of **2 hours** applies to all bookings. Bookings are available by the hour only. Part-hours will be charged as a full hour. Where the small room is hired alongside the main hall, no separate room charge will apply.

If raising funds for the Church or Village Hall then costs would be waived.

(For regular users: No hire fee when you are not there, if advance notice of 7 days is given. You will be given 3 months-notice of any change in the fees. Any changes/breaks to regular sessions should be noted in an email to: wresslevillagenoticeboard@gmail.com

HIRER'S CONTACT DETAILS	
Name	
Telephone Number (Mobile)	
Email Address	
BOOKING DETAILS	
Date of Function	
Event Start Time	
Event Finish Time	
Type of Function	
Approximate Number Attendees (Limited to 120)	
FACILITIES REQUIRED	
Main Hall	Yes/No
Small Room	Yes/No
Kitchen	Yes/No
Hire Charge	£
Kitchen Hire	£
TOTAL - to be paid prior to Hall hire	£

By signing this form, I agree to the Terms & Conditions of Hire as listed on this form	
Signed (Hirer):	_____
Name printed:	_____
Date:	_____

Definitions of Hire

Kitchen Use

Full kitchen use includes:

- Cooking appliances
- Food preparation areas
- Crockery and cutlery
- Serving facilities

Drinks only / light use includes:

- Kettle or water boiler use
- Tea and coffee preparation only
- Basic washing up

No charge is applied for drinks-only use as this is considered incidental to normal community hall use and helps keep the Hall accessible and welcoming for community groups and smaller gatherings.

Terms & Conditions of Hire

The Hirer is responsible for moving and arranging furniture and returning it to its original position. The kitchen and any equipment used must be cleaned before vacating the premises. Please note that no dishwasher or pans are provided. Crockery, if used, must be hand washed, dried and replaced in the cupboards. All damage and breakages will be charged for.

The Owner reserves the right to apply a cleaning charge if the venue is not left clean and tidy

The use of Sellotape or Blu-Tac or similar fixings is strictly not permitted. Any such use resulting in damage will be charged back to the Hirer directly.

There is no Wi-Fi in the Hall.

Please be aware that the Hall has a cesspit which has no soakaway where all sewage and water go. It costs over £200 to empty each time it is full, we therefore ask that you use water mindfully and **DO NOT** rinse dishes under a running tap.

Hall hours are between 9am and 11pm. One hour either side of this may be allowed for quiet set-up or clear-up.

Music and noise levels should take into consideration those who live nearby.

No inflatables/bouncy castles inside the hall.

No naked flames or burning of incense or any other substances.

Please park considerately! It may be necessary to park elsewhere in the village and walk to the Hall. Please do not park on the grass verges of the nearby farm. The car park has room for approximately 8 cars. Any personal property of value left at the Hall must be covered by the hirer's insurance. If items are left in between classes, please be aware this is at your own risk.

Do not leave the Hall unattended during the hire period as this invalidates the insurance.

The Hirer will be responsible for providing sufficient helpers or stewards to ensure good order and conduct are maintained at all times.

Please place any full rubbish bags in wheelie bin located behind Hall.

The Owner will not be responsible for any accident or injury sustained by any person using the Hall and or car park.

The Hall is **NOT** licensed for the sale of alcohol. Alcohol can be consumed but cannot be sold without first obtaining the applicable licence from East Riding of Yorkshire Council.

Under normal circumstances the maximum number of people using the Hall is limited by the Fire Prevention Officer's recommendations and this stands at **120**.

During the period of hire, the Owner may access the Hall to ensure compliance with the Terms and Conditions of Hire.

The Owner reserves the right to vary the Terms and Conditions of Hire its absolute discretion.

Please ensure that the premises are left clean and tidy following your function, and that all lighting, heating/cooling and sound systems are turned off. **Failure to do so may incur a charge for cleaning or electricity.**

Please see next page for clearing up checklist....

WRESSLE VILLAGE HALL, YO8 6ES

/// WhatThreeWords: moons.attending.voices

Dear Hirer

We really hope you enjoy the Hall. Please leave it clean and tidy ready for the next person to use. This check list is not meant to sound like a long list of orders but is supposed to make things easier in an unfamiliar building!

KITCHEN

- Empty the fridge and small integral freezer and leave it unplugged and slightly ajar (the plug socket is in the cupboard next to the fridge)
- Please place any full rubbish bags in wheelie bin located behind Hall
- **Switch off** the immersion heater and the oven at the wall
- Brush or mop the floor
- Ensure the taps are off
- Turn off all lights

TOILETS (including the one off the small room)

- Ensure they are in a clean state
- Check taps are **off**
- Leave the heater switches on the wall outside the toilets **ON** (to avoid pipes bursting)

LARGE HALL

- Sweep floor, and mop if necessary
- **Turn off** all heaters at the wall switch (except the ones near to the small end room which have no switch as they are on a timer)
- Please use the Hoover or a damp cloth to wipe down any crumbs etc from the chairs
- Put tables and chairs away in the cupboard
- Close windows

SMALL ROOM

- Hoover floor
- Close windows
- As you leave, turn off all lights (the outside light stays on temporarily to allow you time to see to lock the door)

MANY THANKS 😊