

WITCHFORD PLAYING FIELD ASSOCIATION
BEDWELL HEY LANE, WITCHFORD, ELY, CAMBS., CB6 2JN
Registered Charity No: 280210

CHARGES

Hall	<i>Friday and Saturday</i> Evening 6.00 p.m. to midnight <i>All day</i> <i>Sunday to Thursday</i>	£150 (bar extension included) £200 (bar extension included) £15 per hour (regardless of time of day)
Committee Room	Afternoon or evening	£10
	Crockery may be hired	Price dependent on requirements
DEPOSIT	A non-refundable deposit of £50 will be required for all hall bookings. The balance must be paid in full not later than seven days before the function is due to take place	

These charges may be altered at the discretion of the committee without notice.

Note:

All intoxicating liquor consumed at these premises must be purchased from the Association and supplied through the bar.

The Playing Field Association hold a licence granted by the Ely Licensing Justice, permitting the sale, supply and consumption of intoxicating liquor at special functions such as wedding receptions, reunions etc held in the premises.

The Association hold a stock of wine and special lines can be obtained provided that not less than one month's notice is given to the organisation (contact: 01353 664353 or e-mail the secretary) – soft drinks are available.

CONTACT

Jill Pollard
5 Wheats Close Witchford
Ely Cambridgeshire CB6 2JQ
01353 664353

or

The Secretary or Treasurer – details given below

Secretary: Mrs S M Monteith, 174 Main Street, Witchford, Ely, Cambs. CB6 2HT
01353 665707 shelaghmary@another.com
Treasurer: Mrs Z Baker, 31 Elm Close, Witchford, Ely, Cambs. CB6 2JH
01353 665370 zena48@hotmail.co.uk 7/10

WITCHFORD PLAYING FIELD ASSOCIATION STANDARD CONDITIONS OF HIRE

Note: If the hirer is in any doubt as to the meaning of any following conditions, the secretary should be consulted.

- 1 The hirer will, during the period of the hiring, be responsible for the complete supervision of the premises, the fabric and contents, their care, safety from damage (however slight) or change of any sort and the safety and behaviour of all persons using the premises in whatever capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway or annoyance to local residents.
- 2 The hirer shall not sub-let or use the premises for any unlawful purpose or, in any unlawful way, nor do anything or bring onto the premises anything which may endanger the same or any person therein or affect any insurance policy which may be in force, at any time.
- 3 The Association has been granted a limited licence for the sale, supply and consumption of intoxicating beverages from a bar in the Hall. The hall is licensed for public music and dancing and registered with the Performing Rights Society. The hirer is responsible for the observance of the conditions of any licence which may be in force at the time and for all other regulations appertaining to the premises stipulated by the Fire Service, Local Authority, Licensing Justices or otherwise.
- 4 The hirer shall indemnify the committee for the cost of repairs of any damage done to any part of the property, including the curtilage and car park, or the contents of the buildings which may occur during the period of the hiring or as a result thereof.
- 5 if the hirer wishes to cancel the booking before the date of the event, the question of the payment or repayment of the fee shall be at the discretion of the committee.
- 6 At the end of the hiring, the hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured, unless directed otherwise and any contents temporarily removed from their usual positions, properly replaced, otherwise the committee shall be at liberty to make an additional charge.
- 7 The number of persons authorised, in conjunction with the Fire Service and Local Authority, to be admitted at any one time for social functions only are: *wholly or partly seated: 200, standing only: 300. **Note: special regulations apply for a full seated audience – please consult the secretary.***
- 8 In the event of the premises being rendered unfit for the use for which it has been hired, the committee shall not be liable to the hirer for any resulting loss or damage whatsoever.
- 9 The hirer or a responsible person nominated by you must establish an assembly point for your guests in the event of an evacuation. In the event of the fire alarm sounding during your function it is the responsible person's job to ensure the swift and safe evacuation of the building. Once the building is clear, then you must account for all your guests so that a clear picture can be given to the Fire Service on their arrival.

