

**CAVENDISH MEMORIAL HALL - HIRE CHARGES AND BOOKING FORM**  
Melford Road, Cavendish. CO10 8AD Version December 2023

**Memorial Hall (Includes use of Kitchen and Garrett Room)**

Hire Charges	Sun – Thurs (Residents)	Sun – Thurs (Non- Residents)	Fri & Sat (Residents)	Fri & Sat (Non- Residents)
All Day	£66.00	£132.00	£88.00	£176.00
Morning (9am – 1pm)	£22.00	£44.00	£22.00	£44.00
Afternoon (1pm – 5pm)	£22.00	£44.00	£22.00	£44.00
Evening (5pm onwards)	£22.00	£55.00	£44.00	£110.00

**NB**

To qualify for Residents Rates the principal hirer must reside within the Cavendish Parish Boundary.  
Charge of £5.00 per hour for short term hire will be considered (non-commercial use only).  
Different rates should be negotiated for commercial use of the Memorial Hall

**Extras:** Heating Payment: with £1 or £2 coins in meters as required

**Take Away Hire:** Hire of tables (large size only) 50p each  
(We regret that crockery and cutlery are not for hire outside the Hall).

**Memorial Hall Capacity:**

Seated at tables:	72
Standing:	99
Mixed standing and seated:	80
Closely seated:	99

**Licensable Activities:**

- Plays
- Films
- Indoor sporting events
- Live music
- Recorded music
- Performances of dance
- Entertainment facilities music
- Entertainment facilities dance
- Similar facilities provided

**The Premises License does not include the supply of alcohol.**  
**To lawfully sell alcohol a 'Temporary Event Notice' must be applied for.**

**Authorised Times:**

Sunday	09:00 to 22:30
Monday	09:00 to 23:00
Tuesday	09:00 to 23:00
Wednesday	09:00 to 23:00
Thursday	09:00 to 23:00
Friday	09:00 to 00:00
Saturday	09:00 to 00:00
(New Year's Eve to 01:00)	

**Cavendish Memorial Hall, Cavendish, Melford Road, CO10 8AD**

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**BOOKING DETAILS** (please complete)

**FOR HIRE OF:** \_\_\_\_\_

Name/Organisation \_\_\_\_\_

Address \_\_\_\_\_

Tel \_\_\_\_\_ email \_\_\_\_\_

Date and Time required \_\_\_\_\_

Cost \_\_\_\_\_ Type of function \_\_\_\_\_

Approximate number of adults / children attending \_\_\_\_\_

Will you be using any of the following? (Please tick):

Disco  Live Band  Stage and Lights  Bar

If using an outside bar, please give name of Licensee: \_\_\_\_\_

(A Temporary Event Notice (**TEN**) must be applied for to sell alcohol)

**CONDITIONS OF HIRE**

**Stewards:** To comply with the terms of our Premises Licence and protect your deposit we must ask **YOU** to supply stewards for your event. Each steward must be aware of all fire exits, use of and location of all fire extinguishers and, in the case of an emergency, is able to give full assistance in evacuating the premises. The stewards will be readily identifiable to members of the public in the event of such an emergency and must be over 21 years old. At least one steward must be at the front entrance at all times.

**The following persons will be stewards:**

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

**Registered Doorkeeper:** If you are having an open event and wish to appoint someone to vet the suitability of ticket buyers, you must appoint someone who holds a Door Supervisory License. The registration scheme is managed by Democratic Services in Bury St Edmunds. If you require details or an application form, please contact the Parish Clerk on 07417 546046.

As hirer or representative of the organization hiring any of the aforementioned facilities, I / We accept liability for the cost of repair for any damage occurring during the booked period. I / We are over 18 years of age.

**Name** (capitals please) \_\_\_\_\_

**Signature** \_\_\_\_\_

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Please read and sign the **Hirers Privacy Notice**:

**HIRERS PRIVACY NOTICE**

**When you hire the Memorial Hall:**

The information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement.

Your personal information will not be shared with any third party without your prior consent.

**The Councils Right to Process Information**

GDPR Article 6 (1) (a) (b) and (c) (Data Protection Act 2018)

Processing is with consent of the data subject

or

Processing is necessary for compliance with a legal obligation

or

Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

**Information Security**

Cavendish Parish Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction, or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

**YOUR RIGHTS:**

**Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: cavvpc@outlook.com

**Information Correction**

If you believe that the information, we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Parish Clerk on: cavvpc@outlook.com

**Information Deletion**

If you wish Cavendish Parish Council to delete the information about you, please contact: cavvpc@outlook.com

**Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact: cavvpc@outlook.com

**Rights Related to Automated Decision Making and Profiling**

Cavendish Parish Council does not use automated decision making or profiling of personal data.

**To Sum Up**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information, and service provision. We do not use profiling. We do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

**Complaints**

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to Cavendish Parish Council Data Information Officer: cavvpc@outlook.com and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

**Consent: Village Hall Hirer**

I agree that I have read and understand Cavendish Councils Hirers Privacy Notice. I agree by signing the consent box below that the Council may process my personal information for providing information and corresponding with me.

I have the right to request modification to the information that you keep on record.

**Sign:** .....

**Print Name:** .....

**Date:** .....

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**Please keep this portion for your information**

- A deposit of £25 is required for all hall bookings without exception unless permission has been separately obtained from the Clerk. The deposit will be returned (in the form of a cheque) after a satisfactory inspection of the Hall. *In the event of a cancellation of the booking of less than 48 hours prior to the date of hire this deposit may not be refunded.*
- Payment to be made in full 7 days prior to the date of hire. Please pay by bank transfer (preferred):

Bank: Santander  
Name: Cavendish Parish Council  
Sort Code: 09-01-55  
Account Number: 48520909

Or a cheque made payable to Cavendish Parish Council  
*In the event of a cancellation of the booking of less than 48 hours prior to the date of hire this may not be refunded.*

- The Hall must be left in a clean and undamaged condition. The Parish Council reserves the right to charge for the cost of repairs of any damage and for any extra cleaning.
- All enquiries, comments, bookings and payments should be made to The Parish Clerk by:  
  
Email: [cavvpc@outlook.com](mailto:cavvpc@outlook.com)  
  
Tel: 07417 546046  
  
Address: West Haven, Poole Street, Cavendish, CO10 8BD.
- Door key is kept in key-safe located on hall porch. The Code number will be provided before the event. (Providing full payment has been received)
- Please be advised that electricity meters have been installed and ensure that you have suitable coins (£1 or £2). Meters are located in the Main Hall on the left-hand side of the stage (when facing), the Garrett Room and in the Kitchen.
- Cleaning equipment: Floor mop & buckets and brooms are kept in the kitchen. Cleaning fluids etc. are to be found under the kitchen sink. Vacuum cleaner is located on the stage. There will be an adequate number of toilet rolls provided in each toilet.
- Tables are located on wheeled racks on the stage. Please ensure that tables are cleaned and folded after use and returned to the racks.
- Please ensure all chairs are re-stacked correctly.
- If the cooker is used, it must be cleaned and checked after use.
- Children must be supervised at all times and should not be allowed on the stage.
- WIFI is available. Log on details are displayed in the hall.

**Please make sure that all electrics are switched off and that all outer doors are locked.**

**Thank you for supporting the Cavendish Memorial Hall**