# EYKE VILLAGE HALL

## HIRE CHARGES, TERMS AND CONDITIONS

*Effective from September 2026*

**A clear guide to facilities, event packages, deposits and conditions of hire.**

Eyke Village Hall, shortlisted for East Suffolk Council Quality of Place Award 2026, makes an ideal venue for family events, parties and clubs. Available to hire, a main hall and separate meeting room which can also be opened up to create one large space. Recently refurbished to a very high standard offering modern facilities. Complete with fully equipped kitchen and a large car park 3 minutes walk from the hall, it is conveniently located with easy access to the A12, 4 miles from Woodbridge.

We offer clear and competitive hire charges for its range of rooms and facilities. Our pricing is designed to be fair and transparent, supporting both community use and private hire while helping to maintain the hall for future users. Charges may vary depending on the room hired, duration of use, and type of event. This page outlines the current hire rates to help you plan your booking with confidence. If you have any questions about pricing or need advice on the most suitable option, please get in touch.

## Hire Charges

### Regular Hire

| Facility | Eyke residents | Non-residents | Included |
|---|---|---|---|
| Main Hall | £15.00 per hour | £17.50 per hour | Kettle, mugs and fridge |
| Main Hall & Kitchen | £20.00 per hour | £22.50 per hour | Full kitchen facilities |
| Meeting Room | £12.50 per hour | £15.00 per hour | Suitable for small groups<br>Use of kettle, mugs & fridge |
| Main Hall, Meeting Room & Kitchen | £30.00 per hour | £32.50 per hour | Full Kitchen facilities |

### Special Event Packages

| Event type | Eyke residents | Non-residents |
|---|---|---|
| Wedding Package* | £200.00 | £250.00 |
| Adult Evening Party** | £125.00 | £150.00 |
| Children's Party, 4 hours (Main Hall only) | £40.00 | £50.00 |
| Wake, 4 hours | £60.00 | £75.00 |

### Refundable Security Deposits

| Event type | Deposit |
|---|---|
| Wedding Package | £150.00 |
| Adult Evening Party | £100.00 |
| Children's Party | £50.00 |
| Wake | £50.00 |

### Package Notes

**Wedding Package.** Includes use of the Main Hall, Kitchen and Meeting Room. Includes access on the previous evening for preparation and the following morning for clearing away.

**Adult Evening Party.** Hire period: 6.00pm to 11.30pm. Includes same-day preparation and clearing away.

**Children's Parties** If required additional meeting room hire is £10, Additional time is charged at the standard hourly hire rate.

**Wakes** Additional time is charged at the standard hourly hire rate.

# Terms and Conditions of Hire

## 1. Booking Confirmation

1. A booking is not confirmed until a completed booking form has been received, any required deposit has been paid, and written confirmation has been issued by the Eyke Village Hall Manager.
2. The Hall Management Committee reserves the right to refuse any booking.

## 2. Payment

1. Hire fees must be paid in full before the event unless otherwise agreed.
2. Security deposits will be refunded following inspection of the premises, provided no damage has occurred, no excessive cleaning is required, and all conditions of hire have been met.

## 3. Care of the Premises

The hirer is responsible for:

1. Leaving the hall clean and tidy.
2. Returning furniture and equipment to its original position.
3. Removing all rubbish from the premises.
4. Switching off lights and appliances after use.
5. Ensuring all doors and windows are securely closed when leaving.
6. The Eyke Village Hall Management Committee reserves the right to charge £25.00 per hour or part thereof should the hall not be left in clean and tidy condition.

**The hirer will be liable for the cost of repairing any loss or damage caused during the hire period.**

## 4. Health and Safety

1. The hirer is responsible for the safety and behavior of all persons attending the event.
2. Fire exits must remain clear and unobstructed at all times.
3. Children must be supervised by a responsible adult at all times.
4. Record in the accident book details of any incident requiring first aid or the attention of emergency services together with the date of the incident and details of any first aid supplies used.
5. Maximum occupancy limits must not be exceeded.

## 5. Bouncy Castles and Inflatable Equipment

The use of bouncy castles and other inflatable play equipment is permitted subject to the following conditions:

1. The use of any bouncy castle or inflatable equipment is entirely at the hirer's own risk.
2. The Eyke Village Hall Manager must be provided with a copy of the supplier's current Public Liability Insurance Certificate before the hire can be confirmed.
3. The bouncy castle or inflatable equipment must be supervised by a responsible adult at all times whilst in use.
4. The equipment may not exceed 12 x 12ft and can only be positioned in the meeting room with the partition doors open. Additional charge of £10 for the meeting room.
5. The hirer is responsible for ensuring that all equipment is installed, operated and removed safely and in accordance with the manufacturer's guidelines.
6. Eyke Village Hall accepts no liability for any injury, loss, accident or damage arising from the use of inflatable equipment.

## 6. Alcohol and Licenses

1. The hirer is responsible for ensuring compliance with all licensing laws and regulations relating to the sale or consumption of alcohol.
2. The hirer is responsibly in providing and supplying alcohol in fixed units (e.g in cans) or in measures accordance with the 1988 no. 2039 weights and measures statutory instrument i.e the weights and measures (intoxicating liquor) order 1988.
3. The hirer will only supply alcohol in accordance with the licensing act 2003 and shall not sell alcohol to anyone under the age of 18.
4. Any license's required for an event must be obtained from East Suffolk Council by the hirer prior to the event. The sale and consumption of alcohol must be no later than 11.30pm. A copy of the license must be emailed to the hall manager prior to the event and displayed at the hall during the event.

## 7. Cancellations

1. Cancellations made more than 14 days before the booking date will normally receive a full refund.
2. Cancellations made within 14 days of the booking may be subject to a charge at the discretion of the Hall Management Committee.
3. Eyke Village Hall reserves the right to cancel a booking by giving the hirer written notice in the event of:

i) the premises becomes unavailable due to circumstances beyond our control such as for use as a Polling Station for a Parliamentary or Local Government election or by-election or an emergency shelter.

ii) the Hall management committee reasonably considering that such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements.

iii) the Hall management committee reasonably considering that unlawful or unsuitable activities will take place at the premises because of this hiring

iv) the premises becoming unfit for the use intended by the Hirer.

If Eyke Village Hall cancels for reasons not caused by the Hirer's breach any fees paid will be refunded in full but the Hall Management Committee shall not be liable to the hirer for any resulting direct or indirect loss or damages.

## 8. Regular Users and Community Events

Special rates may be negotiated for:

1. Regular hirers.
2. Local community organisations.
3. Charitable activities.
4. Community fundraising events.

Applications for discounted rates should be made to the Hall Manager.

## 9. General

1. Whilst one-hour bookings will be accepted, priority may be given to bookings of two hours or more.
2. The Hall Management Committee reserves the right to amend these charges and conditions at any time.
3. Hirers should ensure that cars are parked in the village car park adjacent to Eyke Primary School. Disabled Parking is available on forecourt directly outside the village hall.
4. Ensure that smoking of any kind including e-cigarettes is prohibited in the village hall.
5. To maintain and keep order and decent behavior in the village hall
6. To ensure that noise level emanating from the village hall does not cause a nuisance and remains at a reasonable level.
7. The hirer shall when food is cooked and/or sold on the premises, ensure that the requirements of the Food Safety Act 1990 and the food safety (General food hygiene) regulations 1995 are complied with.
8. By making a booking, the hirer agrees to comply with these Terms and Conditions.






**BOOKING ENQUIRIES**

**Eyke Village Hall**

Hall Manager / Bookings Contact

**Lynn Rogers**

Tel: 07816 870201

Email: lynn.rogers@eyke-pc.gov.uk

More information along with booking enquiry form can be found at https://eyke-pc.gov.uk/the-parish/village-hall

**Eyke Village Hall, Church Lane, Eyke, Woodbridge,Suffolk IP12 2QS**

*Document approved by the Eyke Village Hall Management Committee and effective from September 2026.*