

Barroway Drove Village Hall Hiring Agreement

DATED

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PARTIES

(1) Barroway Drove Village Hall
(2)

(1) The Village Hall named in clause 1.1 acting by its Management Committee (Barroway Drove Social Committee)

(2) The person or organisation named in clause 1.2

AGREED as follows:

1. In consideration of the hire fee described in clause 1.3, the Village Hall agrees to permit the Hirer to use the premises described in clause 1.4 for the purpose described in clause 1.5 for the period(s) described in clause 1.3. The details inserted in sub-clauses 1.1 to 1.5 below and the answers to the questions in sub-clauses 1.6 and clause 2 are terms of this agreement. This Hiring Agreement includes the Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

1.1 Barroway Drove Village Hall

(a) Registered Charity Number	272457
(b) Authorised Representative	Booking Secretary
Address	142 The Drove Barroway Drove Downham Market PE38 0AL
Telephone Number	07984 485532

1.2 The Hirer:

(a) Name	
(b) Organisation (if applicable)	
(c) Name of organisation's Authorised Representative	
Address	
Telephone Number(s)	
Email Address	

1.3 Hire Fee

Date of hire	
Times required	
Charge per hour	
Total cost of hire	
Non-refundable deposit * (50% of hire charge)	
Special deposit ** (see notes below)	
Balance (and date due by)	
Is this booking for commercial use?	

* An invoice will be sent on receipt of this booking form, which will include full payment details – please do not send any money with the booking form.

** If a special deposit is required, this will be discussed at the time of booking. Any special deposit will be returned within 28 days of the end of the hire period, provided no damage or loss has been caused to the premises or its contents and no complaints have been received regarding noise or other disturbance as a result of this hire.

Note to commercial Hirers: Village Halls are usually held on strict trusts with the Charity Commission for the purposes of a Village Hall. The Management Committee is bound to ensure that the hall is administered in accordance with those trusts. Accordingly the Village Hall is bound to preserve and hereby reserves the right to terminate this Agreement by not less than 7 days notice in writing to the Hirer in the event of the hall being required on the same date/time for the fulfilment of its charitable purposes. In the event of such termination by the Village Hall, the Village Hall shall refund to the Hirer all monies paid by the Hirer to the Village Hall. The Village Hall shall not however be liable to make any further payment to the Hirer in respect of expenses, costs or losses incurred directly or indirectly by the Hirer in relation to the termination

1.4 Premises

Main hall & kitchen	
Playing Field	
Storage of equipment	

1.5 Purpose of hiring (please give brief description)

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Is this a public or private event?	
Will food be provided at the event? (if yes, please give details) *	

* The Hirer is responsible for ensuring that correct procedures regarding Food Safety are being adhered at their event – if in any doubt please speak to Village Hall Booking Secretary

2. The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. Please confirm which licensable activities will take place at your event:

Activity:	Hall Licenced for:	Please state YES or NO for each activity:
a. The performance of plays	YES	
b. The exhibition of films	YES	
c. Indoor sporting events	YES	
d. Boxing or wrestling entertainment	YES	
e. The performance of live music	YES	
f. The playing of recorded music	YES	
g. The performance of dance	YES	
h. Entertainment similar to those is a - g	YES	
i. Making music	YES	
j. Dancing	YES	
k. Entertainment similar to those in l – j	YES	
l. The provision of hot food/drink after 11pm	YES	
m. The sale of alcohol	YES	

2.1 Where a licensable activity will take place, the Hirer hereby acknowledges receipt of a copy of the conditions of the Premises Licence and/or operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agrees to comply with all obligations therein.

2.2 Have you indicated at 2 (m) that alcohol will be available at your event?

If you answer yes to the above question, you will need to seek written permission from the Management Committee by completing the appropriate forms.

2.3 The Hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers.

Main hall & kitchen	150 people
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2.4 In order to hold a licensable activity on the premises or on part of the premises not covered by the hall's Premises Licence, a Temporary Event Notice (TEN) will need to be given to the licensing authority.

The Hirer shall obtain the written consent of the Management Committee on the form provided for this purpose before giving the licensing authority a TEN. Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENs which can be granted annually for any premises. Lack of co-operation could affect future fundraising by the hall Management Committee and local voluntary organisations.

3. The Hirer agrees with the Village Hall to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.

4. It is hereby agreed that the Standard Conditions of Hire together with any additional conditions imposed under the Premises Licence (2.1) or that the Village Hall Management Committee deem necessary shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Village Hall and the Hirer.

5. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

As Witness the hands of these parties hereto:

Signed by the person named at 1.1 (b) above, duly authorised, on behalf of the Village Hall's Management Committee:

Signature: _____ Date: _____
Print name: _____

Signed by the person named at 1.2 (a) above, or at 1.2 (c) above, duly authorised, on behalf of the organisation named at 1.2 (b) above, where applicable:

Signature: _____ Date: _____
Print name: _____