

Eydon Village Hall Hiring Agreement

PARTIES (1) Eydon Village Hall Management Committee
(2)

(1) The Village Hall named in clause 1.2 acting by its management committee ("Village Hall").
(2) The person or organisation named in clause 1.3 ("Hirer").

AGREED as follows:

1. In consideration of the hire fee described in clause 1.7, 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 1.1. The details inserted in sub-clauses 1.1 to 1.7 below and the answers to the questions in clause 2 are terms of this agreement. This Hiring Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

1.1 Dates(s) required:

Day(s) [] Month []
Time required (Hours) [] From []
Preparation time (free if no heating is used) [] To []

1.2 Village Hall

(a) Registered Charity No [1125650]
(b) Authorised Representative [Bookings Secretary]
Address [Contact details to be supplied on agreement.]
Telephone Number []

1.3 Hirer:

(a) Name []
(b) Organisation []
Address []
Contact Tel. No & Email []

1.4 Premises

Whole of hall []
Meeting Room Only [] Access to kitchen requested? Y/N []

1.5 Purpose/description of hiring

[]

1.6 The hirer agrees not to exceed the maximum permitted number of people including the organisers/performers, which total is 120 (or, if a stage is present, the maximum number advised)

1.7 Hire Fee £ []

The Hiring Fee is payable immediately against invoice. In addition, hirers for large private parties/functions shall pay in advance a special deposit of £40, which will be deducted from that invoice provided that there has been no failure to clear the hall after the hiring, no damage or loss has been caused to the premises and/or contents, nor complaints made to the Village Hall

about noise or other disturbance during the period of the hiring as a result of the hiring. Failure to comply will result in the loss of the special deposit.

Received: Special Deposit £40

2. The hall has a licence with the Performing Rights Society for the performance of copyright music. The Village Hall Premises Licence authorises the following regulated entertainment and licensable activities. Please confirm which licensable activities will take place at your event, if any:

- a. The performance of plays
- b. The exhibition of films
- c. Indoor sporting events
- d. The performance of live music
- e. The playing of recorded music
- f. The performance of dance
- g. Entertainments similar to those in a – f
- h. Making music
- i. Dancing
- k. The sale of alcohol

The Hirer agrees to abide by the times for licensable activities as laid down in the Premises Licence.

N.B. all music or any other noise shall cease **at midnight**.

2.1 Did you tick at 2(k) that you intend to sell alcohol at your event?

If you answer yes to the above question, you will need to seek written permission from the Management Committee in order for a bar to be provided by or arranged with the Village Hall's Designated Premises Supervisor or for a Temporary Event Notice to be given for the event. You will need to complete a separate form detailing your requirements.

2.2 Is your event is open to the public?

If your answer is Yes, is entry by ticket only?

If your answer is Yes, please provide the phone and/or email/web contact if you are willing for these to be displayed on the Eydon Village Hall website www.eydon.org.uk

If tickets are for sale please state ticket price.

One-off events: What is the title of your event?

2.3 Do you require the use of the hearing loop?

2.4 The hirer hereby agrees to comply with the conditions and obligations of the Premises Licence and Standard Conditions of Hire(SCH) for the premises, as displayed at the hall, together with any additional conditions 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, in accordance with which the hiring must be undertaken. The hirer's attention is drawn to para 4 of the SCH regarding Insurance and Indemnity.

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

4. 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 the parties hereto:

Signed by the person named at 1.2(b) above, duly authorised, on behalf of the Village Hall's Management Committee.

Signed by the person named at 1.3(a) above, duly authorised, on behalf of the organisation named at 1.3(b) above, where applicable.

DATED

Please note that signatures do not need to be witnessed.