

## Eydon Village Hall Equipment Hire Agreement

DATED:

PARTIES:

(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 1.4, the Village Hall agrees to permit the Hirer to use the equipment as described in clause 1.5 for the period(s) described in clause 1.1. The details inserted in sub-clauses 1.1 to 1.6 below and the answers to the questions in sub-clauses 1.7 and 1.8 are terms of this agreement. This Hire 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:

Date(s)	<input type="text"/>	Collection Time	<input type="text"/>
	<input type="text"/>		From
		To	<input type="text"/>

1.2 Village Hall

(a) Registered Charity No:

(b) Authorised Representative:

Address:

Telephone Number:

1.3 Hirer:

(a) Name:

(b) Organisation:

(c) Name of Organisation's  
Authorised Representative:

Address:

Contact Telephone Number:

Mobile Number:

## 1.4 Equipment required:

Fees applicable from: 1<sup>st</sup> January 2012

Equipment	Available	Rate	Qty	Fee	
Large folding tables, seat 8 (each)	12	£2.50			
Small folding tables, seat 6 (each)	10	£1.50			
Stackable grey plastic chairs (each)	100	£0.50			
Lot price for 12 tables and 100 grey plastic chairs		£50.00			
Crockery (per item)		£0.25			
Crockery (lot)		£15.00			
Cutlery (per place setting)		£0.25			
Cutlery (lot)		£10.00			
Pump action thermos	2	poa			
			Total		

1.5 Hire Fee:	£	<input type="text"/>
Deposit:	£	<input type="text"/>
Balance:	£	<input type="text"/>

The Hirer shall pay as deposit at least one third of the cost of the booking. The balance of the fees are payable on or before the conclusion of the event (the deposit having been paid on the signing hereof).

Commercial Use? Yes/No

1. It is hereby agreed that the Standard Conditions of Hire together with any Special Conditions of Hire shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Village Hall and the Hirer.
2. 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.

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 or at 1.3(c) above, duly authorised, on behalf of the organisation named at 1.3(b) above, where applicable:

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## Standard Conditions of Hire

These standard conditions apply to all hiring of the equipment. If the Hirer is in any doubt as to the meaning of the following, the Hall Secretary or Booking Secretary should immediately be consulted.

### 1. Age

The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of the equipment and for ensuring that all conditions, under this agreement are met.

### 2. Supervision

The Hirer shall, during the period of the hiring, be responsible for: supervision of the equipment, their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the equipment whatever their capacity. As directed by the Hall Secretary, the Hirer shall make good or pay for all damage (including accidental damage) and for loss.

### 3. Public Safety Compliance

The Hirer shall comply with the hall's health and safety policy.

(a) The Hirer acknowledges that they have received instruction in the following matters:

- Manual handling of chairs and tables.
- Erection of tables

Chairs must not be stacked more than 5 high.

### 4. Insurance and Indemnity

(a) The Hirer shall indemnify and keep indemnified each member of the Village Hall management committee and the Village Hall's employees, volunteers, agents and invitees against (a) the cost of repair of any damage done to any piece of equipment, and (b) all claims, losses, damages and costs in respect of damage or loss to the equipment or injury to persons arising as a result of the faulty equipment by the Hirer.

The Village Hall is insured against any claims arising out of its **own** negligence.

### 5. Cancellation

If the Hirer wishes to cancel the booking before the date of the event and we have not received a replacement booking, £5 or 15% cancellation charges will apply, whichever is the greater.

The Village Hall reserves the right to cancel this hiring by written notice to the Hirer in the event of:

(a) the equipment becoming unfit for the use intended by the Hirer

(b) an emergency requiring use of the premises with equipment as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In such cases the Hirer shall be entitled to a refund of any deposit already paid, but the Village Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

### 6. End of Hire

The Hirer shall be responsible for returning the equipment in a clean and tidy condition, premises properly locked and secured unless directed otherwise and any contents temporarily removed from their usual position replaced, at a date and time mutually agreed, otherwise the Village Hall shall be at liberty to make an additional charge.