

Whitbourne Village Hall Premises Hiring Agreement

DATED

PARTIES

(1) Whitbourne Village Hall (Registered Charity No 520993) acting by its Management Committee (2)
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IT IS **AGREED** as follows:

1. In consideration of the hire fee described in clause 1.4, Whitbourne Village Hall agrees to permit the Hirer to use the premises described in clause 1.3 for the purpose described in clause 2 for the period(s) described in clause 1.1. The details inserted in subclauses 1.1 to 1.4 below and the answers to the questions clause 2 are terms of this agreement.

Dates required:

Day(s)		Time required from (Hours)	To:
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These times must include time needed for preparation and cleaning up.

1.2 Hirer:

(a) Name	
(b) Organisation	
(c) Name of Organisation's Authorised Representative	
(d) Address	
(e) Contact Telephone Numbers	

Does the applicant reside in the Parish of Greater Whitbourne? YES/NO

1.3 Premises Required: Main Hall: YES/NO Small Hall: YES/NO Kitchen: YES/NO

The maximum number of people permitted in the Hall is 150 and the hirer agrees not to exceed this number. The Hirer agrees to provide the required number of visually identifiable stewards to supervise the event (see conditions of hire).

1.4	Hire Fee	
	Refundable deposit	
	Balance	

The Hirer shall pay the full balance at the time that the booking is made. Please make cheques payable to Whitbourne Village Hall.

The refundable deposit will be returned as soon as possible after the end of the period of hire provided that no damage or loss has been caused to the premises and/or contents nor complaints made to the Village Hall Management Committee about noise or other disturbance during the period of the hire as a result of the hiring. Any retention of the refund will be decided by the Village Hall Management Committee and reasons will be given in writing. Their decision is final.

2. The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities.

Please confirm which licensable activities will take place at your event :

Activity	Times for which the activity is permitted. Mon to Sat: 1100-2400 Hall to be empty by 0030	Indicate describe the activities which are to take place at your event (must be completed by the hirer)
a. The performance of plays	As heading	
b. The performance of live music	As heading	
c. The playing of recorded music	As heading	
d. The performance of dance	As heading	
e. Making music	As heading	
f. Dancing	As heading	
g. Entertainment similar to those in a-f	As heading	

Designated fire doors must not be wedged open at any time. Noise must be controlled at all times to consider families living near the Hall. Windows and doors facing the road must be kept closed at all times.

Will this be a public or private event? PUBLIC/PRIVATE is food to be provided at the event? YES/NO

At the end of the event the Village Hall must be left clean and tidy and all contents cleaned and returned to their original condition and location. All rubbish must be removed from the premises.

2.1 Will alcohol be available at your event?

If you answer yes to the above question, you will need to apply to Herefordshire Council Licensing Authority for a Temporary Event Notice (TEN) to be given for the event. A photocopy of this TEN must be provided to the Hall Management Committee at least two weeks before the event commences. Failure to provide a TEN will result in the cancellation of the hiring without compensation. Alcohol must not be served after 2400 hours.

3. I have received a copy of the Standard Conditions of Hire and agree that these conditions together with any additional conditions that Whitbourne Hall Management Committee deem necessary shall form part of the terms of this Hiring Agreement.

Signed as agreedfor Whitbourne Village Hall Management Committee
for Hirer