

Hampstead Norreys Village Hall

BOOKING FORM AND HIRING AGREEMENT

We are so pleased that you'd like to hire our hall and have set out the following form to help you with your next steps. Please make sure you have read and accept the Standard Conditions of Hire (on the website).

If you have any questions, please don't hesitate to contact our Booking Secretary, Gloria Davis on 01635 201907. If you wish to make a booking, please print this form, complete it and return it, as early as possible, to Gloria Davis, 3 Old School Flats, Water Street, Hampstead Norreys, RG18 0RY.

When signed by you and by us, this Booking Form is the Hiring Agreement

1. Parties:

1.1 Hampstead Norreys Village Hall, Newbury Hill, Hampstead Norreys, Thatcham, RG18 0TR, acting by its management committee. Registered charity number 238452.

1.2 Hirer:

Name
Organisation
Name of organisation's approved representative
Address
Contact telephone numbers and email address

1.3 Throughout this Agreement:

Hampstead Norreys Village Hall

- the Hampstead Norreys Village Hall, referred to as “we”; “our” or “us”, is to be construed accordingly and include the Village Hall’s management committee, charity trustees, employees and invitees.
- the person or organisation named in your booking form clause 1.2 is referred to as “you”; and “your” is to be construed accordingly; “you” also includes the members of your management committee (if appropriate), your employees, volunteers, agents and invitees
- where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Booking Secretary or, if the Booking Secretary is not available, any of our management committee.

2. Period of Hire:

Date		
Times:	From:	To:

3. Premises:

Whole of Hall:
If part, please specify:

4. Hire Fee:

Deposit:	£
Balance: (remaining two-thirds)	£
Security Deposit:	£ 200

The Hirer shall pay as a deposit at least one third of the cost of the booking, on the signing of this agreement. The balance plus a Security Deposit is payable before the start of the event.

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Once the Booking Form is received, the Hall will be reserved for you. The Booking Form must be signed by both you and us to form a Hiring Agreement and the deposit paid in order for your booking to be confirmed.

The Security Deposit will be returned, less any deductions for damage or other breaches of the Conditions of Hire, within 28 days of satisfactory completion of hire.

5. Numbers:

You agree not to exceed the maximum permitted number of people per room including the organisers/performers:

Main hall:	300 (Dancing)	150 (Restaurant style)
Committee room:	60 (Dancing)	45 (Restaurant style)

6. Purposes/Description of Hiring:

Purpose of hiring (please describe)

Commercial use?	yes / no
Will this will be a public/private event?	private / public
Is food (other than biscuits or cakes) to be provided at the event?	yes / no

The Village Hall has a premises licence authorising the following regulated entertainment and licensable activities between 9am and 11pm. Please confirm which licensable activities will take place at your event:

The performance of plays	yes / no
The exhibition of films	yes / no
Indoor sporting events	yes / no
Boxing or wrestling entertainment	not permitted
The performance of live music	yes / no
The playing of recorded music	yes / no
The performance of dance	yes / no
Entertainments similar to those above	yes / no

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Making music	yes / no
Dancing	yes / no
Entertainment similar to those above	yes / no
Provision of hot food/drink after 11 pm -	not permitted
Sale of alcohol (9am – 11pm)	yes / no

6.1 Have you indicated above that alcohol will be sold at your event?

If you answered ‘yes’, 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 Supervisor or for a Temporary Event Notice (TEN) to be given for the event.

If we believe that a Temporary Event Notice (TEN) would be in our best interests for this hiring, we can require you to give notice of a TEN. The management committee will require you to complete a separate form detailing your requirements. In order to hold a licensable activity not covered by the Village Hall’s Premises Licence a Temporary Event Notice (TEN) will need to be given to the licensing authority. The hirer shall obtain written consent of the management committee before applying to the licensing authority. Failure to do so will result in cancellation of the hiring without compensation.

6.2 The hall has a licence with the Performing Rights Society (PRS) for the performance of copyright music and from Phonographic Performance Licence (PPL).

6.3 Where a licensable event is to be held for which the premises, or that part of the premises, are not licensed the hirer shall be held responsible for obtaining such authorisation as may be needed.

7. Agreement:

7.1 In consideration of the hire fee described in clause 4, Hampstead Norreys Village Hall agrees to permit the Hirer (identified above, clause 1.2) to use the premises described in clause 3 for the purposes described in clause 6 for the periods described in clause 2.

7.2 The information given by you in this form forms part of this agreement.

7.3 You confirm that you have read the **Standard Conditions of Hire**. We and you hereby agree that the Standard Conditions of Hire, together with any additional conditions imposed under the Premises Licence or that we deem necessary, form part of the terms of this agreement unless we and you agree in writing.

7.4 (DELETE if not appropriate) 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 agree to apply with all obligations therein.

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7.5 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 Hiring Agreement and Standard Conditions of Hire.

7.6 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 or on a person who is not named as a party to this agreement.

Signed on behalf of the Village Hall’s Management Committee

Name Signature

Signed by the Hirer duly authorised on behalf of the Hiring Organisation.

Name Signature

Mobile telephone number: