

Hampstead Norreys Village Hall Hiring 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 premises described in clause 1.5 for the purpose described in clause 1.6 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 clause 2 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:

Day(s) Month
 Time required (Hours) From
 Preparation

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 Numbers:

1.4 Hire Fee:

Deposit:

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

Balance:

Special Deposit:

This deposit will be refunded within 28 days of the termination 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 about noise or other disturbance during the period of the hiring as a result of the hiring.

Balance:

Payable on or before the conclusion of the event for which the premises are hired (the deposit having been paid on the signing hereof)

Commercial Use? Yes/No

1.5 Premises

Whole of hall:

If part of hall please specify:

Storage of Equipment:

1.6 Purpose/description of hiring

This will be a public/private event?

1.7 Is food (other than biscuits/cakes) to be provided at the event?

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	The hall is licensed for	Times for which the activity is licensed	Indicate activities to take place at your event
a. The performance of plays	yes	9am-11pm	
b. The exhibition of films	yes	9am-11pm	
c. Indoor sporting events	yes	9am-11pm	
d. Boxing or wrestling entertainment	no		
e. The performance of live music	yes	9am-11pm	
f. The playing of recorded music	yes	9am-11pm	
g. The performance of dance	yes	9am-11pm	
h. Entertainments similar to those in a – g	yes	9am-11pm	
i. Making music	yes	9am-11pm	
j. Dancing	yes	9am-11pm	
k. Entertainment similar to those in i – j	yes	9am-11pm	

l. The provision of hot food/drink after 11pm	no		
m. The sale of alcohol	no	9am-11pm	

- 2.1 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 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.

- 2.2 The management committee will require you to complete a separate form detailing your requirements.
- 2.3 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 responsible for obtaining such authorisation as may be needed.
- 2.4 The hall *has* a licence with the Performing Rights Society for the performance of copyright music
- 2.5 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 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 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.
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 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 or at 1.3(c) above, duly authorised, on behalf of the organisation named at 1.3(b) above, where applicable: