**Bursledon Village Hall Charitable Trust**

**Hiring Agreement for Single Event Hall Hire - Daytime**

**Hiring Agreement Number: Dated**

**THE PARTIES**

(1) **THE BURSLEDON VILLAGE HALL 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 or the period 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 Hiring Agreement includes the Standard Conditions of Hire of the Village Hall.

1.**1 Date required including preparation and clear up time**:

|  |  |  |  |
| --- | --- | --- | --- |
| Event Date |  | Start Time |  |
|  |  | End Time |  |

1.2 **Village Hall:**

|  |  |
| --- | --- |
| Reg. Charity No.: | 249276 |
| Administrator: | Jim Williams |
| Address: | Bursledon Village Hall |
|  | Long Lane, Bursledon, Hants, SO31 8BZ |
| Email | villagehalladmin@bursledon.com |
| Mobile Number | 07883256734 |

1.3 **HIRER**:

(a)

|  |
| --- |
| Name: |
| Address: |
| Email: Phone: |

(b)

|  |
| --- |
| Organisation: (Where relevant) |

1.4 **Hiring Fee** **and** **Deposit**

The **HIRER** may be requested to pay a deposit of at least one third of the cost of the booking in order to confirm a booking which is not imminent. The payment of all fees and deposits must be completed not later than 2 weeks before the start of the event.

A No Damage Deposit may be requested which will be refunded within 28 day of the termination of the hire period 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 or resulting from the hiring.

|  |  |  |  |
| --- | --- | --- | --- |
| Hire Fee |  | To be paid by: |  |
| Booking Deposit |  | To be paid by: |  |
| Balance |  | To be paid by: |  |
| Damage Deposit |  | To be paid by: |  |
| Extras |  | To be paid by |  |

1.5 **Part of Premises Required for Hire:**

Main Hall and Servery Anna Harvey Room John Sneezum Room Kitchen

1.6 **Purpose of Hiring:**

Children’s party

1.7 Will tickets be sold for the event? Yes/No If the answer should be yes inform the Administrator and a revised Hire Agreement will be necessary

1.8 Will alcohol be served at the event? Yes/No You may serve alcohol as long as no charge is made.

If yes (to alcohol) then will a charge be made for alcohol or alcohol be included in a ticket price? Yes/No

If a charge is to be made for alcohol or it is to be included in a ticket price then the **HIRER** must get the written permission of the Hall Committee to do so and obtain a temporary Event Notice (TEN), which is a form of licence, from Eastleigh Borough Council, and provide a copy to the Hall Administrator one week before the event.

**2 Major clauses of the standard Conditions of Hire**

It is hereby agreed that the Standard Conditions of Hire together with any additional conditions imposed under the Premises Licence or 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. The clauses below are for guidance. The complete Standard Conditions of Hire are supplied as a separate document.

2.1 **Noise and nuisance.** The Hall is in a residential area. Events must, always, finish in time for the Hall to be vacated by Midnight (11.30 during the week). Oppressive noise or other nuisance, at any time, which leads to complaints by neighbours may result in the loss of the ‘No damage’ deposit.

2.2 **The Playing of music.** The Village Hall has the following additional licences:

* From the Performing Right Society for the performance of copyright music.
* From the Phonographic Performance Licence (PPL)

2.3 **Numbers**. The **HIRER** agrees to not exceed the capacity of the Main Hall which is [120].

2.4 **Actions which cause damage or are dangerous.** You must not

• Use pins or nails to secure decorations anywhere in the Hall

• Use sticky tape on any paint or woodwork, - it leaves a gummy residue

• Obstruct any Fire Exit or use anything to hold a fire door open

• Use flammable decorations in an unsafe manner

2.5 **Cleanlimess and waste**. You must

• Leave the Hall as clean as you found it

• Remove waste, putting it in the dumpster outside. If it is full you must take waste with you

3. The **HIRER** agrees with the Village Hall to be present at all times (by its representative if appropriate) during the hiring and to fully comply with this Hiring Agreement.

4. It is hereby agreed that the Standard Conditions of Hire together with any additional conditions imposed under the Premises Licence or 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.**

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.

**This Hire Agreement and the Standard Terms of Hire to be accepted by using the on-line ‘tick box’ part of the Hall website Contacts page -** [**https://www.bursledon.com/Enquiries**](https://www.bursledon.com/Enquiries)**. Look in the bottom right hand corner.**