

Bursledon Village Hall Charitable Trust

Hiring Agreement for Single Event Hall Hire

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 for 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:

Start Date		Start Time	
End Date		End Time	

1.2 Village Hall

Registered Charity Number	249276
Administrator	Jim Chadwick-Williams
Address	Bursledon Village Hall Long Lane Bursledon Hampshire SO31 8BZ
Email	villagehalladmin@bursledon.com
Mobile Number	07883256734

1.3 **HIRER:**

(a)

Name	
Address	
Email	

(b)

Organisation	
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1.4 Hiring Fee and Deposits

The **HIRER** may be requested to pay a deposit of at least one third of the cost of the booking. 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:

1.5 Part of Premises Required for Hire

Main Hall and Servery	
Anna Harvey Room	
John Sneezum Room	
Kitchen	

1.6 Purpose of Hiring

1.7 Will Tickets be sold for the event? Yes/No

1.8 Is food to be provided for the event? Yes/No

2 Licensing

The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. Please indicate which licensable activities will take place at the event:

Activity	Times for which the activity is licensed	Indicate the activities which will take place at the event
a. The performance of a play or plays	Monday to Sunday 10:00-23:00	
b. The exhibition of films	Monday to Sunday 10:00-23:00	
c. The performance of live music	Sunday to Thursday 10:00- 23:00 Friday and Saturday 10:00-00:00	
d. The playing of recorded music	Sunday to Thursday 10:00- 23:00 Friday and Saturday 10:00-00:00	
e. The performance of dance	Sunday to Thursday 10:00- 23:00 Friday and Saturday 10:00-00:00	
f. Entertainments similar to those in a -e	Sunday to Thursday 10:00- 23:00 Friday and Saturday 10:00-00:00	
g. Making music	Sunday to Thursday 10:00- 23:00 Friday and Saturday 10:00-00:00	
h. Dancing	Sunday to Thursday 10:00- 23:00 Friday and Saturday 10:00-00:00	
i. Entertainment similar to those in g – h	Sunday to Thursday 10:00- 23:00 Friday and Saturday 10:00-00:00	
j. The supply of alcohol	Sunday to Thursday 10:00- 23:00 Friday and Saturday 10:00-00:00	

- 2.1 Where a licensable activity is to take place, the **HIRER** hereby acknowledges receipt of a copy of the conditions of the Premises Licence and the Standard Conditions of Hire of the Village Hall, in accordance with which the hiring must be undertaken, and agrees to comply with all the obligations therein.
- 2.2 In the event that alcohol will be available at the event (2J above) the written permission of the Management Committee will be required for this purpose. The appropriate form to apply for this permission is available from the Administrator of the Village Hall.
- 2.3 The **HIRER** agrees to not exceed the maximum number of people in the Main Hall which is [120].

2.4 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)

2.5 In order to hold a licensable activity at the Village Hall, which is not covered under the Village Hall's Premises licence (as set out in (2) above), a Temporary Event Notice (TEN) will need to be given to the licensing authority with a copy being given to the Village Hall Administrator.

The **HIRER** shall obtain the written consent of the management on the form provided by the Village Hall Administrator for this purpose before giving the licensing authority a TEN. Failure to do so will result in a cancellation of the hiring without compensation.

- 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.

As Witness the hands of the Parties hereto:

Signed by the person named at 1.2 above, duly authorised, on behalf of the Village Hall's Management Committee:

Signed		Date	
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Signed by the person named at 1.3(a) above, duly authorised, on behalf of the organisation named at 1.3(b) above, where applicable:

Signed		Date	
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