

# HIGH HALSTOW VILLAGE HALL HIRING AGREEMENT

This Agreement is made on ...../...../..... (Insert date)

Between (1) The High Halstow Village Hall acting by its management committee and (2) The person or organisation named in paragraph 1.2 ("Hirer").

**AGREED** as follows:

In consideration of the hire fee described in section 2, the High Halstow Village Hall agrees to permit the Hirer to use the premises for the purpose and period described in the Hire Details section. The details inserted and the answers to the questions below are terms of this agreement. This Hire Agreement includes the High Halstow Village Hall Standard Conditions of Hire.

## 1. Hire details

1.1 Hire required on

<b>a) Date:</b>				
<b>Time:</b>	<b>From</b>	<b>To</b>	<b>b) Day(s)</b>	
<b>Main Hall</b>			<b>Main Hall and Green Room</b>	
<b>Green Room</b>			<b>Main Hall, Green Room and Blue Room</b>	
<b>Blue Room</b>				

**Please note that hiring times normally start when the hall keys are collected.**

If a periodic hire is required i.e. weekly or monthly, enter the start date above and provide details below:

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1.2 Name of Hirer and Organisation (if applicable)

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Address

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Contact telephone number(s)

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1.3 Purpose/ description of hire

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Is this a private or public event?

Private	Public
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1.4 (a) Will food (other than biscuits/cakes) be provided at the event?

Yes	No
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(b) Do you require cooking or food preparation facilities?

Yes	No
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1.5 Will alcohol be provided free or for sale at your event? (Note that events of the type which offer a complimentary glass of wine included in the cost of admission are classed as events with alcohol for sale)

Yes	No
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**2. Hire Charges**

Hire charge	Deposit
£	£

2.2 This form, signed by the hirer and with full payment and deposit cheques, must be received by the booking secretary before the date of hire. All cheques to be made payable to “High Halstow Village Hall”. The booking is only confirmed once the full payment and deposit cheque is received. Failure to do this may result in cancellation of any provisional booking. Provisional bookings may be made only by agreement with the booking secretary.

2.3 The deposit cheque will be destroyed 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 High Halstow Village Hall Committee about noise or other disturbance during the period of the hiring as a result of the hiring and that the hall has been left in a clean and tidy condition as set out in Conditions 15 and 20 of the Village Hall Standard Conditions of Hire.

**3.0 Conditions**

3.1 The High Halstow Village Hall permits entertainment and activities at the times indicated below.

Activity	Monday to Saturday - between the hours of	Sunday - between the hours of
The performance of live music	08:00 to 11:00	08:00 to 10:30pm
The playing of recorded music	08:00 to 11:00	08:00 to 10:30pm
The performance of dance	08:00 to 11:00	08:00 to 10:30pm
Indoor sporting events	08:00 to 11:00	08:00 to 10:30pm

3.2 If you answered **yes** to question 1.5 or you want to hold any licensable activity, a Temporary Event Notice (TEN) will need to be given to the licensing authority.

**The Hirer shall obtain the written consent of the High Halstow Village Hall Management Committee before giving the licensing authority any TEN.**

3.3 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 the hall. Lack of co-operation could affect future fundraising activities by the Village Hall Management Committee.

3.4 Where a licensable event is to be held for which the premises are not licensed the hirer shall be responsible for obtaining such authorisation as may be needed.

3.5 Hirers should note that the Village Hall has a licence with the Performing Rights Society for the performance of copyright music.

3.6 The Hirer agrees with the High Halstow Village Hall Committee to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.

3.7 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 High Halstow Village Hall and the Hirer.

3.8 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.

Signed by the person named at 1.2 above and/or duly authorised on behalf of the organisation named (where applicable).

Signature:

Please return this hiring application form to:

**Mr Martin Mitchell, 81 Harrison Drive, High Halstow ME3 8TG** (Signed by the person, duly authorised, on behalf of the High Halstow Village Hall Management Committee.)

Signature:

Address:

Telephone number(s)