

## Wrentham Village Hall Hiring Agreement

**Please ensure you have read and understood the guidance notes. The village hall management committee must make hirers aware that on signing the agreement they enter into a contract that could be used in evidence should legal action become necessary.**

DATED	
PARTIES	

**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 Hiring Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

1.1 Date(s) required:

Day(s)	<input style="width: 95%;" type="text"/>	Month/year	<input style="width: 95%;" type="text"/>
Time required (hours)	<input style="width: 95%;" type="text"/>	From	<input style="width: 95%;" type="text"/>
		Preparation	<input style="width: 95%;" type="text"/>

1.2 Village Hall:

(a)	Registered Charity No	<input style="width: 98%;" type="text"/>
(b)	Authorised Representative	<input style="width: 98%;" type="text"/>
	Address	<input style="width: 98%;" type="text"/>
	Telephone Numbers	<input style="width: 98%;" type="text"/>

1.3 Hirer:

(a)	Name	<input style="width: 98%;" type="text"/>
(b)	Organisation	<input style="width: 98%;" type="text"/>
(c)	Name of Organisation's Authorised Representative	<input style="width: 98%;" type="text"/>
	Address	<input style="width: 98%;" type="text"/>
	Telephone Numbers & email	<input style="width: 98%;" type="text"/>

1.4	Hire Fee	<input style="width: 98%;" type="text"/>
	Booking Deposit	<input style="width: 98%;" type="text"/>
	The balance of the booking fee shall be paid prior to the start of the event.	
	Special deposit	<input style="width: 98%;" type="text"/>

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

**Optional additional condition for use with commercial hirers:**

*“Village Halls are usually held on strict trusts with the Charity Commission for the purposes of a Village Hall. The management committee is bound to ensure that the Village Hall is administered in accordance with those trusts. Accordingly the village hall is bound to preserve and hereby reserves the right to terminate this agreement in the event of the hall being required on the same date/time for the fulfilment of its charitable purposes. ( For details please see section 22 of "Standard Conditions of hire" attached).*

*In the event of such termination by the Village Hall, the Village Hall shall refund to the Hirer all monies paid by the Hirer to the village hall. The Village Hall shall not however be liable to make any further payment to the Hirer in respect of expenses, costs or losses incurred directly or indirectly by the Hirer in relation to the termination".*

1.5 Areas required.

Whole of the building.	
If only part of building	
Storage of equipment	

1.6 Purpose/description of hiring:

Will tickets be sold for your event? Yes/No

1.7 Is food to be provided at the event? Yes/No

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	x	<b>For all marked as</b>	
b. The exhibition of films	x	<b>" yes ":</b>	
c. Indoor sporting events	yes	<b>10.00 - 00.01</b>	
d. Boxing or wrestling entertainment	x	<b>But Sunday:</b>	
e. The performance of live music	yes	<b>10.30 - 22.30</b>	
f. The playing of recorded music	yes		
g. The performance of dance	yes		
h. Entertainments similar to those in a – g	yes		
i. Making music	yes		
j. Dancing	yes		
k. Entertainment similar to those in i – j	yes		
l. The provision of hot food/drink after 11pm	x		
m. The sale of alcohol	x		

**There are to be no performances that are dangerous to the public. Children will only be able to see films with the appropriate certificates.**

2.1 Where a licensable activity will take place, 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 agrees to comply with all obligations therein.

**2.2 Have you indicated at 2(m) that alcohol will be available at your event n Yes/No**

**If you answer yes to the above question, you will need to seek written permission from the management committee by completing the appropriate forms.**

2.3 The Hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers.

Main hall	120	<i>Insert appropriate room names and capacities</i>
Committee/games room	40 per room	

2.4 The hall does have a licence:

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

2.5 In order to hold a licensable activity on the premises or on part of the premises not covered by the hall's Premises Licence or where a Village Hall does not have a 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 for this purpose before giving the licensing authority a TEN.

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 additional conditions imposed under the Premises Licence (2.1) 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(b) above, duly authorised, on behalf of the Village Hall's Management Committee**

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**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**

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