

Ibberton and Belchalwell 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 Hiring Agreement includes the annexed Standard Conditions of Hire and any Special Conditions of Hire.

1.1 Date(s) required:

Day (s)		Date (s)	
Month		Year	
Time required (Hours) Include preparation time			
From		To	

1.2 Village Hall:

(a) Registered Charity No	DHJ/3032668/RCS(T) 1095817
(b) Authorised Representative	Mr D Old
Address	Rydalmere, Ibberton, Blandford, Dorset DT11 0EL
Telephone Number	01258 817349

1.3 Hirer:

(a) Name	
(b) Organisation	
(c) Name of Organisation's Authorised Representative	
Address	
Telephone Numbers & email	

1.4 Hire Fee

Hire Fee Hall	£
Hiring Fee Kitchen (delete if not required)	£ 5.00
Hiring Fee Broadband (delete if not required)	£ 2.50
Deposit 10%	£

The balance of the booking fee being payable on or before the conclusion of the event for which the premises are hired (the deposit having been paid when the agreement is signed).

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? (delete as appropriate)	Yes / No
Will tickets be sold for your event?	Yes / No
Is food to be provided at the event?	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 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 by not less than 7 days notice in writing to the Hirer in the event of the hall being required on the same date/time for the fulfilment of its charitable purposes. 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".

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:

Please be aware that loud music is not acceptable

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	Monday to Thursday 9 am - Midnight Friday 9 am - 1am Saturday 9 am - midnight Sunday 9 am - 11 pm	
b. The exhibition of films	Monday to Thursday 9 am - Midnight	

	Friday 9 am - 1am Saturday 9 am - midnight Sunday 9 am - 11 pm	
c. Indoor sporting events	Monday to Thursday 9 am - Midnight Friday 9 am - 1am Saturday 9 am - midnight Sunday 9 am - 11 pm	
e. The performance of live music	Monday to Thursday 9 am - Midnight Friday 9 am - 1am Saturday 9 am - midnight Sunday 9 am - 11 pm	
f. The playing of recorded music	Monday to Thursday 9 am - Midnight Friday 9 am - 1am Saturday 9 am - midnight Sunday 9 am - 11 pm	
g. The performance of dance	Monday to Thursday 9 am - Midnight Friday 9 am - 1am Saturday 9 am - midnight Sunday 9 am - 11 pm	
h. Entertainments similar to those in a-g	Monday to Thursday 9 am - Midnight Friday 9 am - 1am Saturday 9 am - midnight Sunday 9 am - 11 pm	
i. Making music	Monday to Thursday 9 am - Midnight Friday 9 am - 1am Saturday 9 am - midnight Sunday 9 am - 11 pm	
j. Dancing	Monday to Thursday 9 am - Midnight Friday 9 am - 1am Saturday 9 am - midnight Sunday 9 am - 11 pm	
k. Entertainment similar to those in i - j	Monday to Thursday 9 am - Midnight Friday 9 am - 1am Saturday 9 am - midnight Sunday 9 am - 11 pm	

2.1 The Hirer agrees not to exceed the maximum permitted number of people in Hall including the organisers/performers - Informal / closely seated

2.2 The hall does not have a licence with the Performing Right Society for the performance of copyright music from Phonographic Performance Licence (PPL)

2.3 In order to hold a licensable activity on the premises a Temporary Event Notice (TEN) will need to be given to the licensing authority.

2.4 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 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.
6. The Hirer agrees to sweep away and remove any rubbish, wash up cups, flush and clean toilets and provide any equipment not supplied as may be necessary to ensure the hall and surroundings are left clean and tidy.
7. The Hirer will ensure that smoking or the consumption of prohibited substances does not take place during the event
8. The Hirer will ensure that access to the event is restricted to those allowed to attend (the visitors)
9. The Hirer will ensure that the conduct of visitors, the presentation of the hall (set up etc) and the operation of the hall is safe and legal at all times
10. The Hirer will pay in full for any damage that arises to the hall during the event
11. The Hirer will pay in full for any cleaning, administration, legal or other costs amounted as a result of their failure to comply with this agreement.
12. The Hirer will fully record any accident, damage or potential breach of the law and report this to the member of staff upon closure

Data Protection:

Ibberton and Belchalwell Village Hall, as a small, not-for-profit organisation that only processes information in relation to membership, is exempt from registration under the Data Protection Act. By completing this form you are treated as an associate member. The data on this form will be held up until the termination of your membership and stored on this form as a Word or PDF file on a secure drive in line with Google's data security policy. Your email address and name may also be stored on email lists for the duration at this time. This form and the details on it may be stored for longer if there is a legal reason to do so, such as but not limited to failure to comply with the terms of the agreement. You will only receive correspondence in relation to your membership and this data will not be shared with any other parties unless required to do so by law. The data on this form will be made available to a member of staff appointed by the committee for opening and closing on the day and any elected committee members.

As Witness the hands of the parties here to:

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	

