

Hilperton Village Hall Hiring Agreement


The parties to this agreement are:

1 **Hilperton Village Hall, Whaddon Lane, Hilperton, BA14 7RN**

Acting by its management committee ("Village Hall") & representative:

CONTACT: Mrs Sheila Sawyer, 72A Hill Street, Hilperton, BA14 7RS Telephone 01225 761280

2 **The person or organisation ("Hirer")**

Name of Hirer	
Address of Hirer	
Email	

Date of hire	<input style="width: 90%;" type="text"/>	Start time	<input style="width: 90%;" type="text"/>	Include set up & break down time Min 3 hours
Type of event	<input style="width: 90%;" type="text"/>	End time	<input style="width: 90%;" type="text"/>	Total time <input style="width: 90%;" type="text"/>

Room to be vacated by end time

Hire Fees (payable to "Hilperton Village Hall") Hall Hire includes: Stage, servery and Kitchen - tick box as required

Facility Booked	Rate/hr or part thereof	Charge	Stage	Kitchen
1 Main Hall Minimum 3 hour booking	£15			
2 Lounge Bar 9.00 am to 7.00 pm only	£12		n/a	n/a
3 Committee Room Availability TBA on application	£6.75		n/a	
4 Bar Required ** Additional/hours Minimum 2 hours	£10		n/a	n/a
8pm to 11pm		Start time <input style="width: 100%;" type="text"/>		
free of charge		End time <input style="width: 100%;" type="text"/>		
TOTAL HIRE FEES				
DAMAGE DEPOSIT*** (children's party £25/All other events £50)				
TOTAL PAYABLE				
BOOKING DEPOSIT PAID**** Non-refundable				
BALANCE DUE payable no later than 4 weeks prior to the event				

* Children's party dates & times are subject to availability – no bar hire available, full payment & damage deposit required at time of booking.

** Please specify start & end times between 12pm to 8pm (Minimum booking 2 hours) £10 per hour or part thereof.

*** Damage Deposit refunded within 30 days of the end of the hire, provided that no damage, breach of hire conditions or loss has been caused to the premises and/or contents during the period of hire. Further costs may be incurred – see section 10 of the standard conditions.

Details for bank transfer refunds

Sort code	<input style="width: 95%;" type="text"/>	Account No	<input style="width: 95%;" type="text"/>
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**** Cancellation Policy – **NOTICE** required prior to date of event: More than 4 weeks the booking deposit (hire fee if less) is retained, Less than 4 weeks 50% of the hire fee is retained, less than 3 weeks 75% of the hire fee is retained, less than 2 weeks 100% of the hire fee is retained.

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 and in conjunction with 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 Village Hall and the Hirer.

Signatures	Hirer	<input style="width: 95%;" type="text"/>
	Hall Representative	<input style="width: 95%;" type="text"/>
Date of agreement		<input style="width: 95%;" type="text"/>

Standard Conditions of Hire:

These standard conditions apply to all hiring of the village hall. If the Hirer is in any doubt as to the meaning of the following, the Hall Secretary or Booking Clerk should immediately be consulted.

1. **Supervision.** The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises.
2. **Use of Premises.** The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way
3. **Gaming, Betting and Lotteries.** The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
4. **Licences.** The Village Hall holds a Performing Society Rights Licence which permits the use of copyright music in any form. If other licences are required in respect of any activity in the Village Hall the Hirer should ensure that they hold the relevant licence.
5. **Public Safety Compliance.** The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, and the Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.
6. **Means of Escape.** All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit. The emergency lighting is operated automatically.
7. **Outbreaks of Fire.** The Hirer shall call the Fire Brigade to any outbreak of fire, however slight, and details thereof shall be given to the management committee.
8. **Health and Hygiene.** The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
9. **Electrical Appliance Safety.** The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.
10. **Indemnity.** The hirer shall immediately notify at the end of the hire period any damage caused and will indemnify the committee for cost of repair of any damage to any part of the property including the curtilage thereof, or the contents of the buildings which may occur during the period of the hiring as a result of the hiring. **The Village Hall does not cover the liability of the hirer for their own public liability.**
11. **Accidents and Dangerous Occurrences.** The Hirer must report all accidents involving injury to the public to a member of the Village Hall management committee as soon as possible and complete the relevant section in the Village Hall's accident book (located on the microwave oven in the hall kitchen). Any failure of equipment belonging to the Village Hall or brought in by the Hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. The Hall Secretary will give assistance in completing this form.
12. **Explosives and Flammable Substances** The hirer shall ensure that Highly flammable substances are not brought into, or used in any part of the premises and that no internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.
13. **Heating** The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.
14. **Alcohol.** The Hirer is allowed to bring their own alcohol to give **without charge for the purposes of a toast only**. With the foregoing exception the Hilperton Village Hall Management Committee will arrange for **the sale of all other** alcohol through the services of the Hilperton Village Hall Club bar (note that this is an absolute requirement of the Hilperton Village Hall's Premises Licence and no alternatives are allowed). **Please note:** I.D. will be requested for all alcohol sales were the individual may appear to be under 21 years old.
15. **Drunk and Disorderly Behaviour and Supply of Illegal Drugs.** The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. No illegal drugs may be brought onto the premises.
16. **Smoking.** Smoking is forbidden by law on village hall premises.
17. **Animals** The Hirer shall ensure that no animals (including birds) except assistance dogs are brought into the premises, unless with the written agreement of the village hall management committee.
18. **Child Protection and Compliance with The Children Act 1989** The Hirer shall ensure, for a private event involving 'family and friends', that adequate supervision is provided for those less than 16 years of age and that special attention is paid to those less than eight years of age at all times. In all cases, whether supervised or not, **those less than 8 years of age are not allowed in the hall kitchen.**
19. **Fly Posting.** The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises.
20. **Sale of Goods.** The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales.
21. **Cancellation** The Village Hall reserves the right to cancel this hiring by written notice to the Hirer in the event of: the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election or the Village Hall management committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring or the premises becoming unfit for the use intended by the Hirer. In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Village Hall **shall not** be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.
22. **Noise** The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning.
23. **Stored Equipment.** The Village Hall provides no storage facilities and all the Hirer's equipment and other property must be removed at the end of the hiring.
24. **No Alterations.** No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Hall Secretary
25. **End of Hire.** The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secure. Bagged rubbish can then be left in the hallway for VH staff removal.