

Froyle Village Hall - Hiring Agreement

Date of agreement: _____

Parties to this Agreement:

- (1) The Hall named in clause 1.2 acting by its management committee ("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 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 below and the answers to the questions are terms of this agreement. This Hiring Agreement includes the Standard Conditions of Hire (available at the Hall, on the Hall website and from the person named below in 1.2b below) and the Special Conditions of Hire (if any) set out in an attached Schedule.

1.1 Dates(s) and Time(s)

The standard session times are:

Morning 8.30am – 12.30pm; Afternoon 1.30pm – 5.30pm; Evening 6pm - 11.30pm; All Day 8.30am - 11.30pm.

Hire From: Date and Time:

To: Date and Time:

Bookings should include set-up and clean-up time. But if the Hall is not booked, up to one hour preparation/clean-up can be arranged free of charge before/after a standard session.

1.2 Hall

(a) Froyle Village Hall: Lower Froyle, Alton, Hampshire. GU34 4LG Register Charity Number 281141

(b) Authorised Representative: Sarah Zorab, Old Court, Ryebidge Lane, Upper Froyle, Alton, Hampshire GU34 4JX 01420 520361

1.3 Hirer

(a) Name, address and phone number of Organiser _____

(b) Name of Organisation (if relevant) _____

(c) Name, address and phone number of Authorised Representative, if different from (a)

(d) Commercial use Y/N

(e) Froyle Resident Y/N

1.4 Hire Fee

The hall is hired for mornings, afternoons, evenings or full days and generally not by the hour. Rates are displayed at the Hall, on the Hall website, or are available from the person named above in 1.2b

Hire Fee £_____

Deposit £50

The Hire Fee and Deposit are due immediately, unless agreed in writing, to confirm the booking. The Hire Fee is non-refundable unless there are exceptional circumstances. The deposit will be refunded within 28 days of the termination of the period of hire, or the cheque destroyed if the deposit is paid separately by cheque, provided that no damage or loss has been caused to the premises and/or contents, nor complaints made to the Hall about noise or other disturbance during the period of the hiring as a result of the hiring, and that all rubbish has been removed (not put in the wheelies) and that the Hall was left in a clean and tidy condition.

Cheques: "FROYLE VILLAGE HALL". Bank transfers: Account 01305140 Sort Code 30-90-15.

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1.5 Premises

The Hall is hired as a whole. The Recreation Ground, Children’s Play Area and the Parking are not part of the Village Hall and are open to the general public.

Storage is not provided for unless agreed to in writing by the Hall Management Committee.

1.6 Purpose/description of hiring

1.7 Will be open to public y/n 1.8 Will Food be served? y/n

2. Apart from a Performing Society Right Licence which permits the use of copyright music to be played for non-commercial use, the Hall does not have Premises Licence authorising any regulated and/or licensable activities. Please confirm if any of the following activities will take place at your event:

- | | | | |
|--------------------------------------|-----|--|-----|
| a. The performance of plays | y/n | h. Entertainments similar to those in a – g, please describe _____ | |
| b. The exhibition of films | y/n | i. Making music | y/n |
| c. Indoor sporting events | y/n | j. Dancing | y/n |
| d. Boxing or wrestling entertainment | y/n | k. Entertainment similar to those in i – j, please describe _____ | |
| e. The performance of live music | y/n | l. Provision of food/drink after 11pm | y/n |
| f. The playing of recorded music | y/n | m. The sale of alcohol | y/n |
| g. The performance of dance | y/n | | |

2.2 In order to hold a licensable activity on the premises, a Temporary Event Notice (TEN) will need to be agreed with the local licensing authority, EHDC. The Hirer shall obtain the written consent of the Management Committee beforehand. Failure to do so may result in cancellation of the hiring without compensation as there is a limit on the number of TENs which can be granted annually for any premises and this could affect future fundraising by the hall and local voluntary organisations. Will you be submitting a TEN? y/n

2.4 The maximum permitted number of people including the organisers/performers of 100, please indicate the number of people you are expecting _____.

3. The Hirer agrees with the 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 (see clause 2) or that the Hall Management Committee deem necessary shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Hall and the Hirer.

5. None of the provisions are intended to or will 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 1.3(a) above or at 1.3(c) above, duly authorised, on behalf of the organisation named at 1.3(b) above, where applicable _____
(Please note that signatures do not need to be witnessed.)

Please return your Booking Form with a cheque(s) and/or details of bank transfer(s) to the person named above in 1.2b.