

## **STANTON HARCOURT MEMORIAL AND MILLENNIUM HALL**

~ Please fill in Sections 2 – 8 and Section 19 of the enclosed Hiring Agreement and keep Copy B for your own reference.

~ Return Copy A to me with a cheque for £                      as a DEPOSIT. I will keep this cheque (and not bank it) until after your function.

If everything is in order, I will then tear it up.

~ Your HIRE CHARGE needs to be paid ONE WEEK before your function, and this will be banked.

~ Should you require the Village Hall to be cleared and cleaned up after your function, I can arrange this at a further cost of £50 - please let me know of any requirements when paying your deposit.

In view of the Hall's close proximity to houses, the Village Hall Committee asks you and your guests to show consideration in arriving at and leaving the Hall, to help us minimise noise and parking disturbance.

**MAY WE ALSO REMIND YOU THAT LOUD DISCO OR LIVE MUSIC SHOULD STOP AT MIDNIGHT.  
IF THIS IS NOT ADHERED TO YOU WILL LOSE YOUR DEPOSIT.**

Thank you for your co-operation. We hope you enjoy using the Hall.

**A**

**STANTON HARCOURT MEMORIAL AND MILLENNIUM HALL**

**Hiring Agreement**

This agreement is made between the Stanton Harcourt Village Hall Committee ('the Committee') and the Hirer.

The Committee agrees to allow the Hirer to use the premises for the purposes and the duration described below:-

1. Application date.....

2. Hirers (Two named persons aged 18 years or over who will be responsible for complying with the conditions of the hire):

Name..... Name.....

Address..... Address.....

.....

.....

Home Tel:..... Home Tel:.....

Work Tel:..... Work Tel:.....

3. Purpose of hire:.....

4. Premises: Main Hall/Function Room/Kitchen/Garden

5. Period of hire: From:..... To:.....

6. Hiring charge:..... hours at £...../hour = £..... total

7. Deposit: £..... (Refundable less the cost of any cleaning or making good of any damage caused to premises or contents within 14 days)

8. The Hirer agrees to abide by the Conditions of Hire, a copy of which is provided

Hirer's Signature: .....

Hirer's Name: .....

Hirer's Signature: .....

Hirer's Name: .....

9. Hall Committee acknowledgement:

Committee Representative Signature: .....

Committee Representative Name: .....

10. Cheques to be made payable to 'Stanton Harcourt Village Hall'

## **STANTON HARCOURT MEMORIAL AND MILLENIUM HALL**

### **Standard Conditions of Hire**

(If the Hirer is in any doubt as to the meaning of the following, the Hall Secretary or Booking Clerk should immediately be consulted).

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

#### **1. Supervision**

THE HIRER must be a person over the age of 18 years and will, during the period of hiring, be responsible for the 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 whatever their capacity; including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

#### **2. User 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 nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

#### **3. Licences**

THE HIRER shall be responsible for:

- a) obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor, from the Performing Right Society, from Phonographic Performance Ltd or otherwise and for the observance of the same;
- b) ensuring that all means of exit are kept clear and unlocked;
- c) noting the position and use of all fire fighting equipment and for calling the fire service if necessary

#### **4. Gaming, Betting and Lotteries**

THE HIRER shall ensure that nothing is done on or in relation to the premises contravention of the law relating to gaming, betting and lotteries.

#### **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, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.

#### **6. Health and Hygiene**

THE HIRER shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

## 7. Smoking

Smoking is not permitted on the premises at any time.

## 8. Electrical Appliance Safety

THE HIRER shall ensure that any electrical appliances brought by him/her to the premises and used there shall be safe and in good working order, and used in a safe manner.

## 9. Indemnity

THE HIRER shall indemnify the Committee for the cost of repair or any damage done to any part of the premises 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. Any decoration or attachment used must not cause damage or require redecoration to be carried out and must be removed at the end of the hiring unless previous arrangements have been made.

THE HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against him/her (or the organisation if acting as a representative) whilst using the Village Hall. (The Village Hall is insured against any claims arising out of its own negligence).

## 10. Accidents and Dangerous Occurrences

THE HIRER must report all accidents involving injury to the public to a member of the Committee as soon as possible. Any failure of equipment either that belonging to the premises 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 Committee Secretary will give assistance in completing this form. This is in accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

## 11. Animals

THE HIRER shall ensure that no animals (including birds) except guide dogs are brought into/onto the premises, other than for a special event agreed to by the Committee. And no animals whatsoever are to enter the kitchen at any time.

## 12. Compliance with the Children Act

THE HIRER shall ensure that any activities for children under 8 years of age comply with the provisions of the Children Act 1989 and that only fit and proper persons have access to the children.

## 13. 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, and shall indemnify the Committee accordingly against all action, claims and proceedings arising from any breach of this condition. Failure to observe this condition may leave to prosecution by the Local Authority.

## 14. 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. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

## 15. Cancellation

a) If THE HIRER wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Committee.

b) THE COMMITTEE reserves the right to cancel this hiring in the event of the premises being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election, in which case the Hirer shall be entitled to a refund of any deposit already paid.

#### 16. Unfit for Use

In the event of the premises or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.

#### 17. Refusal of Booking

THE COMMITTEE reserves the right to refuse a booking or to cancel a hiring agreement at any time either before or during the term of the agreement upon giving 7 days notice in writing in the Hirer.

THE HIRER shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as have been paid by the Hirer to the Committee but the Committee shall not be liable to make any further payment to the Hirer.

#### 18. End of Hire

- a) THE HIRER shall be responsible for ensuring that all persons have vacated the premises in a quiet and orderly fashion and leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced.
- b) All waste food, bottles, cans, wrappings leftover jumble or sale items etc, must be disposed of and taken from the building. All tables and chairs are to be wiped clean. Any additional cleaning of the premises required after the hiring will be charged to the Hirer at a rate of £10 per hour. Any failure to carry out the above may result in an additional charge being levied.
- c) The garden must be left in a safe and tidy condition with all litter and debris including bottles and glass being removed.
- d) THE HIRER is responsible for returning the Hall keys to the Committee Representative at the end of the function but in any event no later than 11.00 a.m. the following morning.

#### 19. Noise

THE HIRER shall ensure that the minimum of noise is made on arrival and departure.

As witness the hands of the parties hereto:

Signed by the person named in paragraph 9 of the Hiring Agreement on behalf of the Village Hall.

Date..... Signed.....

Signed by the person named in paragraph 2 of the Hiring Agreement on behalf of the Hirer, where applicable.

Date..... Signed.....