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| **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:

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| **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:  Address:  Contact No:  Email: |
| Name:  Address:  Contact No:  Email: |
| **3. Purpose of Hire:** |  |
| **4. Alcohol provision:** | Will alcohol be **available** at the Event?  **Yes / No**  Will alcohol be **sold** at the Event?  **Yes / No**  *(If* ***Yes****, you will need to apply for a TENS Licence from West Oxfordshire D.C. and provide a copy to prior to the event. Further information can be provided on request)* |
| **4. Premises Required:**  (Main Hall / Kitchen / Function Room / Garden) |  |
| **5.** **Date of Hire:** |  |
| **6. Period of Hire:** | From:…………………To:………………… |
| **7. Hiring Charge:** | ……….Hours at £……./hour =  £…………Total |
| **8. \*Deposit:**  (Refundable less the cost of cleaning or making good of any damage caused to premises or contents within 14 days) | £………. |
| **9. Safeguarding:**  **Childcare Act 2006 Safeguarding**  The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Childcare Act 2006 and the Safeguarding Vulnerable Groups Act 2006 and only fit and proper persons who have passed the appropriate Disclosure and Barring Service checks should have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. When our facilities are hired on behalf of a Company or an Organisation (i.e., School, Drama Club) for an event and vulnerable adults or people under the age of 18 may be attending the Hirer shall provide the Village Hall management committee with a copy of their DBS check and Child Protection Policy. Where the facility is hired for a Private Party (i.e., birthday party) then the Hirer is reminded of their responsibility to comply will the Stanton Harcourt Village Hall safeguarding Policy. | |
| a) Is this a Public or group membership Event?  E.g. Dance lessons. Choir, etc. | **Yes / No** |
| b) Are children or vulnerable adults able to attend this event? | **Yes / No**  If **Yes**, the Hirer must provide a copy of their Safeguarding Policy. |
| c) Has this policy been received by the Village Hall Committee? | **Yes / No** |
| d) Is this a Private Event?  The Hirer must confirm they have organised suitable and sufficient supervision to ensure the safety of all children and vulnerable adults. | **Yes / No**  I confirm such supervision will be provided  (please tick to confirm) |

**Please sign below to confirm your booking application:**

**1. The Hirers agree to abide by the Conditions of Hire, including Safeguarding, a copy of which is provided**  
  
1)Hirer’s Signature: ................................................................  
  
Hirer’s Name: ................................................................

2)Hirer’s Signature:................................................................  
  
Hirer’s Name: ................................................................

**2. Hall Committee acknowledgement:**  
Committee Representative Signature:................................................................  
  
Committee Representative Name: ................................................................

**3.** Please make cheques payable to **‘Stanton Harcourt Village Hall’.**   
 Bank details can be supplied, if an electronic transfer of funds is preferred.

\* **Deposit**A deposit of £100 for residents of Stanton Harcourt and Sutton or £150 for non-residents is payable for a whole day or evening event. This will be returned (or destroyed securely if in the form of a cheque) following your event, subject to any deductions for breakages, damage or in the case that the hall is not left in an acceptable state after use.   
  
**Tables, Chairs, Glasses and Crockery**Tables, chairs and glasses are available for use free of charge.

White crockery and stainless steel cutlery for 120 place settings are also available for your use during the hire period.

There is a portable stage for use by arrangement in return for a donation to Village Hall funds.

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| **MAY WE REMIND YOU THAT LOUD DISCOS OR LIVE MUSIC SHOULD CONCLUDE AT MIDNIGHT.**  **IF THIS IS NOT ADHERED TO, YOU WILL LOSE YOUR DEPOSIT.** |