**Hiring Agreement**

**This document forms a legal agreement between the hirer and The Village Hall management committee.**

* 1. Date(s) required:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Day(s) |  |  | Month |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Time required (hours) |  | From |  |

|  |  |
| --- | --- |
| Preparation/ Clear up |  |

* 1. Village Hall:

|  |  |  |
| --- | --- | --- |
| (a) | Registered Charity No | 304796 |
| (b) | Authorised Representative  | Evelyn Peck |
| Address | Harmony Metfield  |
| Telephone Number | 01379586432 |

1.3 Hirer:

|  |  |  |
| --- | --- | --- |
| (a) | Name |  |

|  |  |  |
| --- | --- | --- |
| (b) | Organisation |  |

|  |  |  |
| --- | --- | --- |
|  | Address |  |
|  | Telephone Numbers & email |  |

|  |  |  |
| --- | --- | --- |
| 1.4 | Hire Fee | £ |
|  | Bar Staff/ cleaner please see notes. | £ |
|  | Deposit | £ |

The Hirer shall pay as deposit at least one third of the cost of the booking. 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 deducted from the final invoice 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? |  Yes/No |

1.5 Premises Meadow room and lounge / Main Hall / kitchen/ Both or all

1.6 Purpose/description of hiring:

Will tickets be sold for your event? Yes/No

1.7 Is food to be provided at the event? Yes/No

1. 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:

|  |  |  |
| --- | --- | --- |
|  **Activity** | **Times for which the activity is licensed** | **Indicate activities to take place at your event** |
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* 1. Where a licensable activity will take place, the hirer must adhere to all conditions in the Premises Licence which is displayed **GIVE POSITION**
	2. The Hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers.

|  |  |  |
| --- | --- | --- |
| Main hall |  |  |
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|   |  |  |
|   |  |  |
|   |  |  |
| Meadow room |  |  |
|   |  |  |
|   |  |  |
|  |  |  |

2.4 The hall has a licence with the Performing Rights Society for the performance of copyright music and a Phonographic Performance Licence

2.5 Metfield Village Hall has a full Alcohol licence only alcohol purchased on the premises can be consumed in the hall.

**2.6** 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.

**2.7.** 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.

**2.8.** 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.

As Witness the hands of the parties hereto:

Signed by the person named at 1.2(b) above, duly authorised, on behalf of the Village Hall’s Management Committee

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|  |

Signed by the person named at 1.3(a) above, duly authorised, on behalf of the organisation named at 1.3(b) above, where applicable

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|  |  |
| --- | --- |
| DATED |  |

(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 the Special Conditions of Hire (if any) set out in the attached Schedule.
2. Metfield Village Hall provide bar staff at £10 per hour per person. Metfield Village Hall can also provide a full cleaning service at £7.50 per hour please ask booking officer for details.