

Inkpen Village Hall Hiring Agreement

This Agreement is made on/...../.....(date) between

- (1) Inkpen Village Hall, managed by the Village Hall Trustees (VHT) and
- (2) The person named in clause 1.2 (“Hirer”)

AGREED as follows:

In consideration of the hire fee described in clause 2.0, the Village Hall described in clause 1.1 agrees to permit the Hirer, clause 1.2 to use the premises 1.3 for the purpose described in clause 1.4 for the period(s) described in clause 1.5. The details inserted in sub-clauses 1.1 to 1.5 below and the answers to the questions in sub-clauses 1.6 to 1.9 below are terms of this agreement. This Hiring Agreement includes the Village Hall Standard Conditions of Hire which are available on the Inkpen Village Hall web site.

PART A

1.0 HIRE DETAILS

1.1 Inkpen Village Hall. Registered Charity Number 300168

1.2 Name and address of Hirer

Contact telephone number

Contact email address

1.3 Rooms required Main Hall, kitchen and toilets (Yes/No)
Wordley Room, kitchen and toilets (Yes/No)

1.4 Purpose of hire

Is this a Private Event? (Yes/No)

Please tick one of the following.

This is a non-profit making event

This is a non-profit making community event

This is a profit making event.

1.5 Hire from (time) on..... (date)
to (time) on (date).

1.6 Will food (other than biscuits/cakes) be provided at the event? (Yes/No)

1.7 AV and projector equipment is available for hire. Is this required? (Yes/No)

1.8 100 basic crockery place-settings are provided, in the kitchen.
Will you require the use of the crockery and cutlery? (Yes/No)

1.9 Will alcohol be available for sale at the event? (Yes/No)
If "Yes" a TEN licence is required

1.10 Any other comments / information:
.....
.....

PART B

2.0 HIRE CHARGE

2.1 Hire charge £..... Deposit £.....

2.2 This form, signed by the Hirer, together with the deposit, must be received by the Village Hall at least 90 days before the date of hire. Failure to do this may result in cancellation of the booking. The hire charge must be paid in full at least 30 days before the date of the hire.

2.3 The deposit will be returned within 7 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents and that the hall has been left in a clean and tidy condition as set out in Standard Condition 9.

3.0 LICENCE CONDITIONS

3.1 If you are selling alcohol, the Village Hall does not hold a premises licence and a Temporary Event Notice (TEN) must be obtained from West Berkshire Council licensing department.

3.2 If you are planning to sell alcohol at your event and apply for a TEN, you must advise the Village Hall at the time of booking. 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. The Hirer shall be responsible for obtaining the TEN (for the reason that the holder of an approved TEN must be present on the premises during the whole of the licensed period). A TEN application currently costs £21.

4.0 CONDITIONS OF HIRE

4.1 It is hereby agreed that the Standard Conditions of Hire shall form part of the terms of this Agreement unless specifically excluded by agreement in writing between the Village Hall and the Hirer. These can be found on village hall website: <http://inkpenvillagehall.org>.

4.2 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.

5.0 INDEMNITY: The Village Hall is insured against any claims arising out of its own negligence. The Village Hall accepts no responsibility for any equipment or other property brought on to or left at the premises by the Hirer, and all liability for loss or damage is hereby excluded.

5.1 For non-profit making community events, the Village Hall Insurance provides indemnity for accidents, damage or illness caused by the event.

5.2 For private events, and profit making hirers, including those who sub-hire from a non-profit making hirer, the Village Hall Insurance does NOT provide indemnity for accidents, damage or illness caused by their actions or by their negligence. The hirer is responsible for making good or paying for loss of contents or damage to the premises, fixtures, fittings or contents. The hirer/sub hirer is advised to indemnify him or herself against:

- cost of repair/replacement of any damage to any part of the premises or grounds or loss of property caused by, or negligence of, the hirer/sub-hirer.
- all claims, relating to illness or injury to person/s arising as a result of the use of the premises, or negligence by the hirer/sub-hirer.

Signed and dated by the Hirer named at 1.2 above

Signed and dated by a person authorised on behalf
of the Village Hall