

Wickhambreaux Village Hall - Hiring Agreement

The village hall management committee hereby makes hirers aware that on signing this agreement they enter into a contract that could be used in evidence should legal action become necessary.

PARTIES

- (1) Wickhambreaux Village Hall acting by its management committee.
- (2) The person or organisation named in clause 2.3.

AGREED as follows:

1. Throughout this Hiring Agreement:
 - Wickhambreaux Village Hall is referred to as "we"; and "our" and is to be construed accordingly; "we" and "us" mean and include Wickhambreaux Village Hall's employees, volunteers, management committee, agents and invitees
 - the person or organisation named in clause 2.3 is referred to as "you"; and "your" and is to be construed accordingly; "you" also includes the members of your management committee (if appropriate), your employees, volunteers, agents and invitees
 - where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Hall Booking Secretary or, if the Hall Booking Secretary is not available, any of our management committee.
2. In consideration of the hire fee described in clause 2.4, we agree to permit you to use Wickhambreaux Village Hall as described in clause 2.5 for the purpose described in clause 2.6 for the period(s) described in clause 2.1. The details inserted in sub-clauses 2.1 to 2.6 below and the answers to the questions in sub-clauses 2.7 to 2.11 are terms of this Agreement. This Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

2.1 Date(s) required:

Day(s) and date(s)	
Start time (including setting up)	
End time (including clearing up)	
Total time required (number of hours)	

2.2 Village Hall:

Booking Secretary	
Address	
Telephone Number	
Email	

2.3 Hirer:

Name	
Address	
Telephone Number	
Email	
Organisation (if applicable)	

2.4 Hire Fee

Hire fee	
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2.5 Premises

Wickhambreaux Village Hall, The Street, Wickhambreaux, CT3 1RJ

2.6 Purpose/description of event: _____

2.7 Will tickets be sold for your event? Yes / No

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

2.9 Is alcohol to be provided at the event? Yes / No

2.10 Will there be exhibition of a film? Yes / No

2.11 Will live music be performed or
recorded music played? Yes / No

3. You agree not to exceed the maximum permitted number of people including the organisers/performers
Closely seated audiences using temporary/moveable seating – 120 persons
Dancing only - 120 persons
Seated at tables – 70 persons
Seated at tables/dancing combined – 90 persons

4. We do not have a licence with the Performing Right Society (PRS) for the performance of copyright music from Phonographic Performance Licence (PPL).

4.1 We have a Premises Licence authorising regulated entertainment only. You hereby acknowledge receipt of a copy of the conditions of the Premises Licence and/or Operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agree to apply with all obligations therein.

- (i) You agree that if regulated entertainment, not covered by our Premises Licence, is to be held you must obtain our consent to give notice of a Temporary Events Notice (TEN) to the licensing authority. We will advise if a TEN is not needed.
- (ii) You agree to give us notice of your intention to provide alcohol at the event and to give notice of a TEN to the licensing authority.

If you fail to comply with (i) or (ii) above, we will cancel the hiring without compensation. This is because there is a limit on the number of TENs that can be granted annually for any premises. Lack of co-operation could affect future fundraising by us and by local voluntary organisations.

5. You agree to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.

6. We and you hereby agree that the Standard Conditions of Hire (see below), together with any additional conditions imposed under the Premises Licence or that we deem necessary, form part of the terms of this Agreement unless we and you agree in writing.

7. 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.

Signed and dated by the person named at 2.2 above, duly authorised, on behalf of Wickhambreaux Village Hall:

Signed: _____ Date: _____

Signed and dated by the person named at 2.3(a) above or at 2.3(c) above, duly authorised, on behalf of the organisation named at 2.3(b) above, where applicable.

Signed: _____ Date: _____