

Hiring agreement for Curry Rivel Village Hall

Dates(s) required:

From Am/pm

To Am/pm

Number of hours required
in total

Set up from
(Time)

Curry Rivel Village Hall, Registered Charity No 310287

Authorised Representative: **CRVH Bookings Secretary**, Christine Hampton,
Stoneymead, Townsend, Curry Rivel TA10 0HW
Telephone Number: 01458 741606
Email: crvhbookings@gmail.com
Cheques payable to: Curry Rivel Village Hall

Name of Hirer (Aged over 18)

Organisation

Address

Contact Details - Phone No
Email

Deposit £

The Hirer shall pay as deposit at least one third of the cost of the booking.

Balance £

Payable a month before the event for which the premises are hired (the deposit having been paid on the signing of this agreement)

Special deposit (if required) £

This deposit (usually £100) would be required for certain events, determined by the committee, but refunded within 28 days of the termination of the period of hire 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.

There is a secondary heating system available in the main hall only to supplement the normal oil-fired central heating. The meter for this heating is situated in the porch at the front of the main hall and takes £1 coins (one coin gives approximately 20 minutes additional heating)

PLEASE ANSWER THE FOLLOWING:

Which room(s) do you require, please tick? Whole building Main Hall
Chatham Room Kitchen

Purpose/description of hiring

Will this be a public event? Yes/No Is the event for commercial use? Yes/No

If yes to either, do you require contact details to be shown of the Curry Rivel Community Website?

Please give details to be shown on website

Is food to be provided at the event (other than cakes & biscuits) Yes/No

Please note that ALL rubbish must be taken away as the hall does not have facilities for disposal and please leave the kitchen clean and tidy.

*Will alcohol be available at your event? Yes/No *Will it be for sale? Yes/No

***If you answer yes to the above question, you will need to seek written permission from the management committee in order for a bar to be provided or for a Temporary Event Notice (TEN) to be given for the event. A TEN is required for 18 year old birthday parties. The management committee will require you to complete a separate form detailing your requirements.**

STANDARD CONDITIONS OF HIRE & SPECIAL CONDITIONS

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
a. Plays	Mon-Sat	8:00 – 00:00	
	Sun	10:00 – 23:00	
b. Films	Mon-Sat	8:00 – 00:00	
	Sun	10:00 – 23:00	
c. Indoor sporting events	Mon-Sat	8:00 – 00:00	
	Sun	10:00 – 23:00	
e. Live music	Mon-Sat	8:00 – 00:00	
	Sun	10:00 – 23:00	
f. Recorded music	Mon-Sat	8:00 – 00:00	
	Sun	10:00 – 23:00	
g. Performances of dance	Mon-Sat	8:00 – 00:00	
	Sun	10:00 – 23:00	
h. Other entertainment activity	Mon-Sat	8:00 – 00:00	
	Sun	10:00 – 23:00	
i. Making music	Mon-Sat	8:00 – 00:00	
	Sun	10:00 – 23:00	
j. Dancing	Mon-Sat	8:00 – 00:00	
	Sun	10:00 – 23:00	
k. Late night refreshment	Mon-Sat	23:00 – 00:00	
	Sun	23:00 – 00:00	
l. The supply of alcohol	Mon-Sat	12:00 – 00:00	
	Sun	10:00 – 23:00	

The hirer agrees not to exceed the maximum permitted number of persons on the premises including the organisers/performers.

Closely seated audience	200
Dancing and seating with tables	120
Dining seating with tables	80

Where a licensable activity will take place, the hirer hereby acknowledges 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 agrees to comply with all obligations therein.

The hall has a licence with the Performing Right Society for the performance of copyright music.

In order to hold a licensable activity on the premises or on part of the premises not covered by the hall's Premises Licence a Temporary Event Notice (TEN) will need to be given to the licensing authority.

The Hirer shall obtain the written consent of the management committee on the form provided for this purpose before giving the licensing authority a TEN. Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENs which can be granted annually for any premises. Lack of co-operation could affect future fundraising by the hall management committee and local voluntary organisations.

The Hirer agrees to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.

It is hereby agreed that the Standard Conditions of Hire together with any additional conditions imposed under the Premises Licence (see clause 2.3) 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.

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.

AGREED as follows:

In consideration of the hire fee described, the Village Hall agrees to permit the Hirer to use the premises for the purpose described above for the period(s) stated. The details and information given in this booking form 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.

Date

Signed by the person named at above, duly authorised, on behalf of the organisation named, where applicable

PLEASE LEAVE BLANK

Date

Signed by the person named above, duly authorised, on behalf of the Village Hall's Management Committee

Please note that signatures do not need to be witnessed.