

## Hiring Agreement for Curry Rivel Village Hall

|   |  |
|---|--|
| <b>Date(s) Required:</b>                              | <b>Times Required:</b><br><br>From:<br>AM/PM<br><br>To:<br>AM/PM |
| Total number of hours required including set up time: | Set up from: <span style="float: right;">AM/PM</span>            |

Curry Rivel Village Hall, Registered Charity No 310287

Authorised Representative:      CRVH Booking Secretary  
    Debs Hockley, Redlands, Stoney Lane, Curry Rivel TA10 0HY  
    07789 661288 [crvhbookings@gmail.com](mailto:crvhbookings@gmail.com)

|   |  |
|---|--|
| Name of Hirer (Aged over 18)  |  |
| Organisation  |  |
| <b><u>Address</u></b>   | <b><u>Contact Details</u></b><br><br>Phone Number<br><br>Mobile<br><br>Email |
| <b>Purpose/Description of Hiring -</b>  |  |
| <b>Deposit</b><br>The Hirer shall pay as deposit at least one third of the cost of the booking  | £  |
| <b>Balance</b><br>Payable a month before the event for which the premises are hired (the deposit having been paid on the signing of the agreement)  | £  |
| <b>Special Deposit (if required)</b><br>This deposit 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 and as a result of the hiring. | £  |

## PLEASE ANSWER THE FOLLOWING:

Which room(s) do you require? Please tick:

Whole Building

☐

Main Hall

☐

Chatham Room

☐

Kitchen

☐

A fee of £10 will be charged for use of the Kitchen. This fee covers the cost of running any electrical equipment/appliances eg ovens, dishwasher, water heater etc. All crockery, glassware and cutlery stocked in the kitchen is available for use.

Will this be a public event?

Yes/No

Is the event for public use?

Yes/No

Is food to be provided at the event (other than cakes and biscuits)?

Yes/No

Will alcohol be available at your event?

Yes/No

Will it be for sale?

Yes/No

If **yes**, 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<sup>th</sup> Birthday Parties. The Management Committee will require you to complete a **separate form** detailing your requirements.

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

## 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<br>Sun 10:00 – 23:00 |   |
| b. Films                        | Mon-Sat 8:00 – 00:00<br>Sun 10:00 – 23:00 |   |
| c. Indoor sporting events       | Mon-Sat 8:00 – 00:00<br>Sun 10:00 – 23:00 |   |
| d. Live music                   | Mon-Sat 8:00 – 00:00<br>Sun 10:00 – 23:00 |   |
| e. Recorded music               | Mon-Sat 8:00 – 00:00<br>Sun 10:00 – 23:00 |   |
| f. Performances of dance        | Mon-Sat 8:00 – 00:00<br>Sun 10:00 – 23:00 |   |
| g. Other entertainment activity | Mon-Sat 8:00 – 00:00<br>Sun 10:00 – 23:00 |   |
| h. Making music                 | Mon-Sat 8:00 – 00:00<br>Sun 10:00 – 23:00 |   |
| i. Dancing                      | Mon-Sat 8:00 – 00:00<br>Sun 10:00 – 23:00 |   |
| j. Late night refreshment       | Mon-Sat 8:00 – 00:00<br>Sun 10:00 – 23:00 |   |
| k. Supply of alcohol            | Mon-Sat 8:00 – 00:00<br>Sun 10:00 – 23:00 |   |

**The hirer agrees not to exceed the maximum permitted number of persons on the premises including the organisers and 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 Rights Society for the performance of copyrighted 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 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 to 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.

**Please ensure that all electrical appliances have been Portable Appliance Tested and labelled before use in the hall.**

**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 above, duly authorised, on behalf of the organisation names, where applicable.

PLEASE LEAVE BLANK

Date

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