

HOLCOT VILLAGE HALL HIRING AGREEMENT (v2016.04)

This **AGREEMENT** is made on the date (A) and between the **COMMITTEE** (B) and the **HIRER** (C) named below, whereby in consideration of the sum(s) mentioned (D) the **COMMITTEE** agree to permit the **HIRER** to use the premises (E) for the purposes (F) and for the period(s) (G) all described below

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| A | Booking Date (Form completion Date) | The date that the Hirer submitted the Holcot Village 'Book The Village Hall' form online. |
| B | Holcot Village Hall Association Management Committee Booking Secretary | Mrs Maureen Cooke, Bareen Cottage, Back Lane, Holcot, NN6 9SL Tel : 07900 942 046 |
| C | Hirer - Name of organisation and/or individual • Where Hirer is an organisation, please also state here the name of the individual responsible. • Address, phone number and email address. | As entered by the Hirer on Holcot Village 'Book The Village Hall' form. |
| D | Booking Deposit & Hiring Fee £25 Holding Deposit due 14 days after invoice issue date - allows for quick cancellation without cost to hirer. £25 Deposit Balance due 35 days before hire date. £150 Balance of any £200 Deposit by CASH or BANK TRANSFER due 7 days before hire date. £150 CHEQUE payment must be provided 28 days before the hire date. If any stage payment of the Deposit becomes overdue and unpaid (inc late CHEQUES) the hire may be cancelled. Hiring Fee The full hiring fee is due 28 days before hire date. | Returnable Deposit (Subject to Terms & Conditions of Hire) £50 for general hire. £200 for any teenage or adult evening party hire or for any other hire at any time of day at the discretion of the Holcot Village Hall Association Management Committee. See also Conditions 6. & 9. below. CHEQUES CANNOT BE ACCEPTED FOR ANY PAYMENT MADE WITHIN 28 DAYS OF HIRE DATE. |
| E | Premises: Whole building Main Room Youth Wing | As entered by the Hirer on Booking Form NOTE: Hires which include hiring of Youth Wing do NOT include use of games equipment (please request separate agreement), and nothing (food/drinks etc) must be placed on pool table etc) |
| F | Purpose of hiring (eg. Party, Quiz, Fashion Show) Party bookings must define type of party. e.g. Teenage, 40th, Wedding, Retirement etc. | As entered by the Hirer on Booking Form. A full description is required. |
| G | Period of hiring - Individual Hire | As entered by the Hirer on Booking Form. NOTE: The Hall must be vacated and cleaned by 01:00 am (hires starting) Mon - Fri & Midnight (hires starting) Sat - Sun. A next day cleaning option is available. |
| H | Period of Hiring - Regular Hire | If you wish to arrange regular use, please detail on the booking request form or contact the Booking Secretary. |
| I | Headcount | Max capacity of Main Hall 200 people (not seated), 120 (seated in rows). Max 100 recommended seated at tables. |
| J | Payment may be made by: PREFERRED METHOD Bank Transfer - Nat West (Sort code 56-00-60, account number 03021440) Cash - Please arrange to pay our Treasurer directly Cheque - Payable to Holcot Village Hall Association Please include your Invoice Number with your remittance or transfer as our payment reference Bookings remain requests only until confirmed by the Bookings Secretary (See also D above) | |
| K | The Hirer agrees with the COMMITTEE to observe and perform the provisions and stipulations contained or referred to in the conditions of hire, for the time being in force as annexed hereto (an understanding of which the Hirer acknowledges) together with the special conditions set out in the schedule overleaf. | |

CONDITIONS OF HIRE (v2016.04)

If the Hirer is in any doubt as to the meaning of any of the following, the Booking Secretary should be consulted.

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| 1 | The Named Hirer (C) will, during the period of hiring, be present at all times and be responsible for the supervision of the premises, the fabric and their contents, their care and safety from damage however slight or change of any sort, and the behaviour of all persons using the premises whatever their capacity. If the function is a children's/teenage party, the Hirer named in (C) supported by additional adults as appropriate must attend throughout to ensure these conditions are met. It is the Hirer's (C) responsibility to ensure that any external entertainment or catering contractors (etc.) comply with these conditions of hire. |
| 2 | The Hirer shall familiarise themselves with the fire safety instructions and MUST ensure that the entrance doors are unlocked and the EXIT SIGNS ARE ILLUMINATED for the time that persons are on the premises. |
| 3 | The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring on to the premises anything which may endanger the same or any insurance policies in respect thereof, or for which the Hall is not licensed. |
| 4 | The Hirer shall be responsible for obtaining licences that may be needed appertaining to use of the premises for which the Hall is not already licensed. |
| 5 | The Hirer shall indemnify the Committee for the cost of repair of any damage done to any part of the property including the cartilage thereof, or the contents of the building during or as a result of hiring. This shall not be limited to the deposit paid. |
| 6 | If the Hirer wishes to cancel the booking the following applies :- <ul style="list-style-type: none"> - Up to 14 days from invoice date - full return of deposit. The hirer MUST inform the Treasurer within this period if the hire is no longer required or £25 will be payable without exception. - 15 days after the Invoice date and more than 28 days before the hire date £25 will be retained. - Within 28 of the hire date £50 (or the invoiced value if less, minimum £25) will be retained |
| 7 | A Hirer of the Main Room only is permitted access to the youth Wing room simply to access tables and chairs stored therein and the connecting door must be locked during the hire period. Toilet and washing facilities in or off the Youth Wing Room must not be used when that room is not included in the hire. The games equipment etc. in the Youth Wing room may not be used at any time even if that room is hired. |
| 8 | The Hirer must replace tidily and correctly any items of equipment moved or used. All equipment must be left in a clean condition, ie. Tables wiped, crockery washed etc. Surfaces in the kitchen, if used, must be wiped. Rubbish must be bagged and placed in the wheelie bins outside. Any breakages or damages must be reported within 24 Hours of hire. All spillages must be cleaned up by the Hirer, and any litter, cigarette-ends, broken glass etc. must be safely cleared away (both inside and outside the hall – this includes the Hall garden and the public street). At the end of the hire-period, the Hall and its surrounding area must be returned to the same condition as at the start of the hire-period. If any of these conditions are not met, a charge for any further cleaning, damage repairs or replacements will be taken from the deposit or billed as appropriate. |
| 9 | The Hirer is granted access to the hired room(s) for the period of hire invoiced or reserved in the case of regular bookings where invoices are presented after the hire event. The Hirer may access five minutes before and leave five minutes after their start and finish times, however should there be an adjacent hire in progress (within that previous Hirer's reserved time) the new Hirer will not enter until their start time, other than making the current hirer aware that they are waiting. Similarly the Hirer will vacate immediately the next Hirer's start time arrives when notified by the next Hirer. The Hirer agrees that their hire time period includes any set-up/arrival and clean-up/departure time which they may require. |

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| 10 | The Hirer shall take all necessary steps to ensure that noise is not heard outside the premises so as to cause nuisance to residents in the neighbourhood and to see that all persons leaving the Hall shall do so in a quiet and orderly manner. |
| 11 | The Village Hall has no facilities for recycling therefore the Hirer agrees to remove all recyclable materials such as bottles, cans, paper, card and recyclable food packaging etc. Recyclable items may not be disposed of in the wheelie bins. Wheelie bin lids must be flat and closed and not over-filled or lifted by contents. Non-recyclable waste must be securely bagged before placing in the wheelie bins. Should the Hirer find insufficient space in the wheelie bins the Hirer agrees also to remove all non-recyclable 'overflow' waste. Disposal by the Village Hall Association of recyclables or any other waste left over from the Hirer's event (whatever the quantity) will result in a minimum charge of £20 (+VAT) being made to the Hirer. Where overspill (or binned) waste and/or recyclables are unsorted this charge will be a minimum of £80 (+VAT) due to the unpleasant effort required in sorting and bagging before recycling or disposal. These charges will be deducted from the deposit paid or will be invoiced to the hirer for immediate payment if there is insufficient deposit held. |
| 12 | The Hirer shall be responsible for ensuring that the cooker-gas, all watertaps, lights and exit signs are turned off, and all windows and doors closed & locked at end of hire. The Hirer accepts responsibility for any damage, subsequent unauthorised entry or theft (but not limited to these) resulting from failure to observe this condition. |
| 13 | The Hirer acknowledges the Fire Risk Assessment and will comply with its content, a copy is available by link from the online booking request form and is also available on an individual basis on request from the Bookings Secretary or Treasurer. |
| 14 | The Hirer shall ensure that vehicles are parked in the allocated spaces - so far as is reasonably possible - but certainly ensure that NO vehicles are parked on neighbours' grass, and access for LARGE emergency vehicles to all properties in Back Lane is available at all times. |
| 15 | In icy weather, or snow, it is the responsibility of the Hirer to put salt on external paths, ramps and steps. Without guarantee or liability, the COMMITTEE will endeavour to provide a supply of salt for this purpose placed in the main hall lobby. |

ACCEPTANCE OF TERMS & CONDITIONS

The submission of an Online Booking Request or the signing of this form and/or payment of any deposit or hire fee electronically or by any other means confirms the Hirer's acceptance of these or any subsequently amended later Terms & Conditions

THIS SECTION APPLICABLE TO POSTAL / PRINTED FORM USE ONLY

AS WITNESS the hands of the Hirer hereto

Date

Signed by the person named in (C) as Hirer PRINT NAME

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USING HOLCOT VILLAGE HALL:

WHERE DO I FIND...?

BLACK =
ROOMS etc

BLUE =
EQUIPMENT

