

Hiring Agreement – Regular Users

DATED:

PARTIES:

It is AGREED as follows:

In consideration of the hire fee rate described in clause 1.4, Tibberton Village Hall / TCLT agrees to permit the Hirer to use the premises described in clause 1.5 for the purpose described in clause 1.6 for the period(s) described in clause 1.1. The details inserted in sub-clauses 1.1 to 1.6 below and the answers to the questions in sub-clauses 1.7, 1.8 and 1.9 are terms of this agreement as well as in clause 2.1. This Hire Agreement includes the annexed Standard Conditions of Hire, Cleaning Policy and the Special Conditions of Hire (if any) set out in the attached Schedule.

1.1.1 Day(s) & times each week required:

Dates	Hire Start Date:			Hire End Date:		
Time	Start Time			End Time		
Day	Main Hall	Committee Room	Meeting Room	Main Hall	Committee Room	Meeting Room
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

1.1.2: BOOKING PERIOD EXCLUSIONS

These are the dates to be excluded from the above block booking.

1.1.3 Anything else to declare/book (e.g.: extra bookings in the year, end date of booking(s), any special requirements):

1.2 Tibberton Village Hall:

(a)	Registered Charity No:	1157013
(b)	Hall Manager:	Helen Savage
(c)	Address:	Tibberton Village Hall, Vardroe Way, Tibberton, Worcs. WR9 7TG
	Telephone Number:	07943 813973
	Email Address:	enquiries@tibbertonvillagehall.org

1.3 Hirer(s):

Primary Contact:

(a)	Name:	
(b)	Organisation:	
(c)	Address:	
	Contact Telephone Number(s):	
	Email Address:	

Treasurer (for invoicing):

(a)	Name:	
(b)	Organisation:	
(c)	Address:	
	Contact Telephone Number(s):	
	Email Address:	

1.4 Fees

Hire fee hourly rate:

£

Contract Deposit:

£100

The security deposit will be 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.

1.5.1 Facilities - Rooms Required (Please tick all applicable):

Main Hall	<input type="checkbox"/>
Committee Room	<input type="checkbox"/>
Meeting Room	<input type="checkbox"/>

1.5.2 Storage of Equipment requirement:

Store Cupboard (Hallway)	<input type="checkbox"/>
Storeroom (Main Hall)	<input type="checkbox"/>

1.6 Purpose/description of hiring:

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1.7 Is food (other than snacks) to be provided at the event?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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1.8 The Village Hall has a licensed capacity for:

70 persons seated
 100 persons standing (including supernumeraries)

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	The hall is licensed for	Times for which the activity is licensed	Indicate activities to take place at your event
a. The performance of plays	Yes	08:00-23:00	<input type="checkbox"/>
b. The exhibition of films (not for profit)	Yes	08:00-23:00	<input type="checkbox"/>
c. The performance of live music	Yes	08:00-23:00	<input type="checkbox"/>
d. The playing of recorded music	Yes	08:00-23:00	<input type="checkbox"/>

e. The performance of dance	Yes	08:00-23:00	
f. Indoor sporting event	Yes	08:00-23:00	
g. The sale of alcohol	No		

1.9 Alcohol:

Will alcohol be sold at this event?

Yes		No	
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1. If you answer yes to the above question, you will need to complete the appropriate additional Temporary Event Notice application as detailed below. Tibberton Village Hall/TCLT is not licensed to sell alcohol and as a result it is incumbent on the hirer to seek the necessary permissions from Wychavon District Council.

2. In order to hold a licensable activity a Temporary Event Notice (TEN) will need to be given to the licensing authority. The Hirer is required provide the Tibberton Village Hall / TCLT with a copy of the TEN. Failure to do so will result in cancellation of the hiring without compensation.

2.1 Terms:

1. The Hirer consents to allow an authorised representative of the Tibberton Village Hall/TCLT to attend the Hall during the hiring.

2. It is hereby agreed that the Standard Conditions of Hire together with any Special Conditions of Hire shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Trust and the Hirer.

3. 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.

4. Only rooms indicated to be hired in this booking form to be used. Use of additional rooms without prior consultation with the Hall Manager will result in forfeiture of deposit.

5. In the event of multiple hirers of rooms within the Hall, it remains mandatory that free, unobstructed access to the Corridor, Main Hall, Kitchen, and Toilets is maintained. This is to ensure that independent groups may function safely in the Main Hall, Committee Room, Meeting Room and Kitchen without let or hindrance. This condition may be varied at your discretion if you have hired the whole Hall, but the PUBLIC SAFETY REQUIREMENTS MUST STILL BE OBSERVED.

6. Considerations of Public Safety dictate that Hirers of the Hall should limit the use of furniture/display materials in the Entrance Lobby. One small table + one chair is permissible. The mandatory requirement is free, unobstructed access to the Fire Escape Route, Corridor, Main Hall, Kitchen and Toilets to ensure that independent groups may function safely in the Meeting Room, Committee Room and Main Hall without let or hindrance. This condition may be varied at your discretion if you have hired the whole Hall, but the PUBLIC SAFETY REQUIREMENTS MUST STILL BE OBSERVED.

7. Should Regular Hirers wish to hold an Occasional Special Event of a different nature to that for which this Application is submitted and approved, then the Hirer will be required to submit a separate Occasional Hiring Agreement for additional consideration and approval. Should the application be approved, an additional security deposit of £100 will be required, to offset any loss or damage to the Hall or its contents. Otherwise, the security deposit will be returned following completion of hire.

I hereby agree to be bound by these terms,

..... Hirer

Signed by the person named at 1.3(a) above or at 1.3(c) above, duly authorised, on behalf of the organisation named at 1.3(b) above, where applicable: