



# Steep War Memorial Village Club

## Hiring Agreement

DATED:

PARTIES:

**AGREED** as follows:

1. In consideration of the hire fee described in clause 1.4, the Village Hall 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 clause 2 are terms of this agreement. This Hire Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

Dates(s) required:

Date

Time required

Village Hall

(a) Registered Charity No:

(b) Authorised Representative:

Address:

Telephone Number:

1.3 Hirer:

(a) Name:

(b) Organisation:

(c) Name of Organisation's  
Authorised Representative:

Address:

Contact Telephone Numbers:

## HIRE CHARGES – STEEP VILLAGE HALL

<u>Main Hall and Kitchen</u>	<u>Sun – Fri</u>	<u>Saturday</u>
9.00 am – 1.00 pm	£32.00	£36.50
1.00 pm – 6.00 pm	£36.50	£43.00
6.00 pm – Midnight	£50.50	£104.50

Steep Parish residents and charities receive a 10% discount

**Hire of Crockery and Cutlery (if required):** £13.50

**Deposit:** A separate cheque is required for a deposit as follows:-

For Daytime hirings (9.00 am – 6.00 pm): £35.00

For Evening hirings (6.00 pm to Midnight): £100

1.4	Hire Fee:	<input type="text" value="£"/>
	Discount if applicable	<input type="text" value="£"/>
	Hire Fee: crockery and cutlery (£12.00)	<input type="text" value="£"/>
	<b>TOTAL:</b>	<input type="text" value="£"/>
	Deposit	<input type="text" value="£"/>

**The Hirer shall provide a separate deposit cheque at the time of booking. The Hire fee being payable on or before the conclusion of the event for which the premises are hired.**

This deposit cheque will be destroyed 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 - **Please make cheques payable to Steep Village Hall and hand/send to Rachel c/o The Village Hall, 28 Church Road, Steep. GU32 2DN.**

### 1.5 Premises

Whole of Hall:

If part of Hall please specify:

Storage of Equipment:

### 1.6 Purpose/description of hiring

This will be a public/private event?

2. 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	✓	8am - Midnight	
b. The exhibition of films	✓	8am - Midnight	
c. Indoor sporting events	X		
d. Boxing or wrestling entertainment	X		
e. The performance of live music	✓	8am - Midnight	
f. The playing of recorded music	✓	8am - Midnight	
g. The performance of dance	✓	8am - Midnight	
h. Entertainments similar to those in a - g	✓	8am - Midnight	
i. Making music	✓	8am - Midnight	
j. Dancing	✓	8am - Midnight	
k. Entertainment similar to those in l - j	✓	8am - Midnight	
l. The provision of hot food/drink after 11pm	X		
m. The sale of alcohol	✓	8am - Midnight	

- 2.1 Have you indicated at 2 that alcohol will be sold at your event or as part of the ticket price?

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 by or arranged with the Village Hall's Designated Premises Supervisor or for a Temporary Event Notice to be given for the event.

- 2.2 The management committee will require you to complete a separate form detailing your requirements.
- 2.3 Where a licensable event is to be held for which the premises, or that part of the premises, are not licensed the hirer shall be responsible for obtaining such authorisation as may be needed.
- 2.4 The Hall does not have a licence with the Performing Rights Society for the performance of copyright music
- 2.5 In order to hold a licensable activity not covered by the Village Hall's Premises Licence or where the Designated Premises Supervisor will not act as Licensee, 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.

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

5. 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.

**6. ALL RUBBISH IS TO BE REMOVED FROM THE SITE BY THE HIRER.**

**7. THE HALL MUST BE LEFT IN A CLEAN AND TIDY STATE.**

Signed by the person named at 1.2(b) above, duly authorised, on behalf of the Village Hall's Management Committee:

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: