

**Barrington Village Hall. Registered Charity No: 304474
Hire Agreement**

DATE :

Note that until this form has been fully completed, signed and returned to the authorised representative of the Village Hall Trustees AND the deposit paid the booking shall be considered provisional. Dates for provisional bookings will only be held for 10 days from the above date after which time the date may be offered to another hirer.

Hirer to complete all sections of this agreement highlighted in bold and return to the Village Hall authorised representative shown in section 1.2(b)

PARTIES: (1) Barrington Village Hall Committee ("Village Hall").
(2) The person or organisation named in clause 1.3 ("Hirer").

AGREED as follows:

- 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 the answers to the questions in clause 2 are terms of this agreement. This Hire Agreement includes the annexed Standard Conditions of Hire.

Day(s)	<input style="width: 100%; height: 20px;" type="text"/>	Month	<input style="width: 100%; height: 20px;" type="text"/>	Year	<input style="width: 100%; height: 20px;" type="text"/>	
Time (including preparation & clear-up)	From	<input style="width: 100%; height: 20px;" type="text"/>	To	<input style="width: 100%; height: 20px;" type="text"/>	Total hours	<input style="width: 100%; height: 20px;" type="text"/>

Anticipated number of persons attending.

Age

Number

Aged under 13

13 – 19 years

20 – 25 years

Over 25

Total

1.1 Barrington Village Hall

(a) Address

Main Street, Barrington, TA19 0JE

(b) Authorised Representative:

Carol Clayton

Address:

Greenview, 12 Sharlands
Barrington, Ilminster TA19 0JF

Telephone Number:

(01460) 258708

1.3 Hirer: (please print)

(a) **Organisation/Hirer:**

(b) **Name of Organisation's
Authorised Representative:**

(c) **Contact address:**

Contact Telephone Numbers:

Email contact address:

1.4 Hall Hire Fee:

Hrs	@	£/hr
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£

Deposit:

£

The Hirer shall pay as deposit at least one third of the Hall Hire Fee on the signing of this agreement. Please make cheques payable to Barrington Village Hall. The balance of the Hall Hire Fee, Equipment Hire Fee and any Special Deposit are payable **one month** before the commencement of the event(s) for which the premises are hired. For regular bookings payment is due a minimum of 1 month in advance of each booking date.

Balance of Hall Hire Fee:		<table border="1" style="width: 100%;"><tr><td style="text-align: center;">£</td></tr></table>	£
£			
Equipment Hire Fee:	See 1.5 below	<table border="1" style="width: 100%;"><tr><td style="text-align: center;">£</td></tr></table>	£
£			
Special Deposit:	(for teenage parties/ Weddings)	<table border="1" style="width: 100%;"><tr><td style="text-align: center;">£</td></tr></table>	£
£			
Balance:		<table border="1" style="width: 100%;"><tr><td style="text-align: center;">£</td></tr></table>	£
£			

The Special 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 Premise/ equipment to be hired/used: Please specify – costs where specified will be extra to hall hire fee

Main Hall (ground floor):	<input type="checkbox"/>	Playroom (First floor not for hire during term time)	<input type="checkbox"/>
Bar (ground floor) (£20)	<input type="checkbox"/>	Committee Room (ground floor)	<input type="checkbox"/>
Cooker / Range (£12/day)	<input type="checkbox"/>	Refrigerator (will not be on unless advised)	<input type="checkbox"/>
Room 2 (first floor):	<input type="checkbox"/>	Room 3 (first floor)	<input type="checkbox"/>
Fixed Stage (9m x 2m)	<input type="checkbox"/>	Stage extensions (7m x 2m max) (£20)	<input type="checkbox"/>
Tables Approx number	<input type="checkbox"/>	Audio equipment (radio mic; hearing loop)	<input type="checkbox"/>
Chairs Approx number	<input type="checkbox"/>	Lighting bar (user supplied lighting) (£20)	<input type="checkbox"/>
5ft round tables (£2/table)	<input type="checkbox"/>	Blue table clothes (£1/cloth + £20 deposit)	<input type="checkbox"/>

1.6 Purpose/description of hiring

Will this be a public or private event?	PUBLIC / PRIVATE
Will the hall be used for commercial purposes?	YES / NO
Is food (other than biscuits/cakes) to be provided at the event?	YES / NO

2. Licensing arrangements

The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities between the hours of 0800 and midnight. Note that this licence does not permit the sale of alcohol without the issuing of a Temporary Event Notice (TEN). Please confirm which licensable activities will take place at your event:

Activity	Indicate activities to take place
The performance of plays	
The exhibition of films	
Indoor sporting events	
The performance of live music	
The playing of recorded music	
The performance of dance	
Making music	
Dancing	
Other entertainment (eg Wedding reception, party)	

2.1 Barrington Village hall has a licence with the Performing Rights Society for the performance of copyright music.

2.2 Do you intend to have alcohol available at your event? YES / NO

2.3 Are you intending to charge an entrance fee to the event AND/OR sell alcohol at the event? YES / NO

If you answer YES to question 2.2 AND 2.3, in order to hold a licensable activity not covered by the Village Hall's Premises Licence, a Temporary Event Notice (TEN) will need to be given to the licensing authority. The Hirer shall be responsible for obtaining such authorisation as may be needed.

The Hirer shall obtain the prior written permission from the Village Hall for a TEN to be applied for the event. Failure to do so may result in cancellation of the hiring without compensation because there is a limit on the number of TENs which can be granted annually for these premises. The Hirer shall obtain the written consent of the Village Hall on the form provided for this purpose before giving the licensing authority a TEN.

- 3.** The Hirer agrees with the Village Hall to be present (or 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 shall form part of the terms of this Hire 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.

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

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Signed by the person named at 1.3(a), duly authorised, on behalf of the organisation named at 1.3(b) above, where applicable. The authorised person must be over the age of 18.

Date of agreement:

Documents enclosed: (please tick as appropriate)
Barrington Village Hall Standard Conditions of Hire
Barrington Village Hall TEN Application form
Information sheet to be given to all hirers of Barrington Village Hall