

# BARRINGTON VILLAGE HALL

Registered Charity No: 304474

## HIRE AGREEMENT

DATE:

Please 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 and return to the Village Hall authorised representative shown in section 1.2

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

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 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):                                   |       | Month: |        | Year: |              |
| Time (including preparation and clear up) | From: |        | To:    |       | Total hours: |
| Anticipated number of persons attending:  |       |        |        |       |              |
| Age                                       |       |        | Number |       |              |
| Aged under 13 years:                      |       |        |        |       |              |
| 13 – 19 years:                            |       |        |        |       |              |
| 20 – 25 years:                            |       |        |        |       |              |
| Over 25 years:                            |       |        |        |       |              |
| Total:                                    |       |        |        |       |              |

|     |   |   |
|-----|---|---|
| 1.1 | Barrington Village Hall                           |   |
|     | Address:  | Main Street, Barrington TA19 0JE                  |
| 1.2 | Authorised representative:                        | Eileen Cockburn                                   |
|     | Address:  | The Warren, Copse Shute Lane, Barrington TA19 0JD |
|     | Telephone number                                  | (01460) 351967                                    |
| 1.3 | Hirer (please print):                             |   |
| (a) | Organisation/Hirer:                               |   |
| (b) | Name of organisation's authorised representative: |   |
| (c) | Contact address:                                  |   |
| (d) | Contact telephone numbers:                        |   |
| (e) | Contact email address:                            |   |
| 1.4 | Hall hire fee:                                    |   |
|     | No. of hours:                                     | @ £ per hour = £                                  |
|     | 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.

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| Balance of Hall Hire Fee:                            | £ |
| Equipment Hire Fee: (See 1.5 below)                  | £ |
| Table cloth deposit (£20):                           | £ |
| Precautionary Deposit (£250): (for parties/weddings) | £ |
| Balance  | £ |

The Precautionary Deposit will be banked and then 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, no additional cleaning services are required, nor complaints made to the Village Hall about noise or other disturbance during the period of the hiring as a result of the hiring.

PAYMENT CAN BE MADE EITHER BY CASH OR CHEQUE MADE PAYABLE TO 'BARRINGTON VILLAGE HALL' OR ON-LINE: NatWest Bank: Acc No 23592796 / Sort Code: 60-11-38, stating clearly the event which is being paid for

|     |  |  |   |
|-----|--|--|---|
| 1.5 | Premise/equipment to be hired/used:<br>please specify – costs where specified will be extra to hall hire fee |  |   |
|     | Main Hall (ground floor)   |  | Playroom (First floor, not for hire during term time)     |
|     | Bar (ground floor) (£30 for commercial bar hire)   |  | Committee Room (ground floor)                             |
|     | Cooker/Range (£15 per day / part-day)  |  | Refrigerator (will not be on unless advised)              |
|     | Room 2 (first floor)   |  | Room 3 (first floor)                                      |
|     | Fixed Stage (9m x 2 m)   |  | Stage extensions (7m x 2m max) (£35 per event)            |
|     | Tables: approximate number   |  | Audio equipment (radio mic) (£10 per event/day)           |
|     | Chairs: approximate number   |  | Stage Lighting/Audio desk (£10 per hour, minimum 4 hours) |
|     | 5' round tables (£3 per table, 10 available)   |  | Blue rectangular table cloths (£20 deposit)               |
|     | 5'6" round tables (£3 per table, 5 available)  |  | White circular table cloths (£2 per cloth + £20 deposit)  |
|     | Party tent (villagers: £75 / non-villagers: £150 per day/event)  |  | Swagging service for ceiling decoration (£100 per event)  |

|     |  |          |
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| 1.6 | Purpose/description of hiring:                                   |          |
|     | Will this be a public or private event?                          |          |
|     | 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 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)  |                                   |

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|     |  |          |
|-----|--|----------|
| 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 the agreement in writing between the Village Hall and the Hirer. **Please sign and return a copy of this form with your booking form.**
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. The Hirer agrees to nominate a Fire Warden whilst on the premises. NB: No naked flames to be used anywhere in the building, with the exception of candles on a birthday cake – the nominated Fire Warden to be responsible for ensuring safety.

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

I confirm I have read the conditions and stipulations of the Village Hall's Standard Conditions of Hire and agree to observe and perform the provisions of this Agreement and all notices and rules as displayed governing the use of the premises.

.....  
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
- Barrington Village Hall Hire Rates