

Badwell Ash Village Hall Agreement

Dated.....

Parties: Badwell Ash Playing Field and Recreation Ground - Registered Charity 279997 (Badwell Ash Village Hall)

And

.....
The person or organisation named in clause 1.3 ('Hirer')

1. AGREEMENT

In consideration of the hire fees described in clause 1.4 the Village Hall agrees to permit the HIRER o use the premises described in clauses 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 the agreement. This Hiring Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

1.1 Date(s) required:

Day(s) Month.....

Time Required (hours) From..... To..... Total Hours.....

1.2 Village Hall

1.2.1 BADWELL ASH VILLAGE HALL
The Street
Badwell Ash
Suffolk, IP31 3DG
Registered Charity No: 27997

1.2.2 Authorised Representative: Mrs Sandra Brown
Address: Chapel House
Elmswell Road
Great Barton
Bury St Edmunds
Suffolk, IP31 3HH
Telephone No: 01359 242304 Email: Sandra_Brown60@hotmail.com

1.2.3 **For Hire Contact:** Bim Patel
Address: Old Guildhall
The Street
Badwell Ash
Suffolk IP31 3DP
Telephone No: 01359 258939 Email: patel.bimal@outlook.com

1.3 HIRER

(TO BE COMPLETED IN BLOCK CAPITAL LETTERS PLEASE)

a) Name:.....

b) Organisation:.....

c) Name of Organisation authorised representative:

.....

d) Address:.....

.....

..... Post Code:.....

Please provide proof of Name and address ie. Driving License / Utility Bill / Bank Statement

e) Contact numbers:

Landline

Mobile.....

1.4 HIRE FEE

a) Price per hour: £8 per hr (concessions for block bookings) for hire of a hall, kitchen inclusive
£10 per hr for hire of both main and small halls, kitchen inclusive

b) Booking Deposit £50

c) Cleaning Deposit £25

d) Key Deposit £15

b i) The Booking Deposit is non-refundable if the Hirer withdraws from the contract less than 72hrs prior to the agreed hire period

c i) the Hirer shall forfeit the Cleaning Deposit if the premises are not left in a clean and presentable condition

d i) The Key Deposit will be forfeited if not returned within 48hrs (unless otherwise agreed) or has been lost

1.5 PREMISES requirement

a) Main Hall:.....

b) Small Hall:.....

c) Kitchen:.....

Chairs, tables and all other equipment to be returned to the original storage areas.

Storage of Hirers Equipment or belongings is permissible at owners risk

1.6 PURPOSE

Use of hiring (description of the function to be held):.....

.....

.....

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 INDOORS OUTDOORS BOTH	Times for which the Activity is licensed	Indicate activities to Take place at your event (must be completed by hirer)
The performance of plays	BOTH	08.00 – 24.00	
The exhibition of films	INDOORS	08.00 – 24.00	
Indoor sporting events	INDOORS	08.00 – 24.00	
Boxing or wrestling entertainment	NEITHER	N/A	
The performance of live music	BOTH	11.00 – 23.00*	
The playing of recorded music	BOTH	11.00 – 23.00*	
Performance of dance	BOTH	11.00 – 23.00*	
Making music	BOTH	11.00 – 23.00*	
Dancing	BOTH	11.00 – 23.00*	
Entertainment similar to those above	BOTH	11.00 – 23.00*	
Provision of hot food/drink after 11pm	INDOORS	23.00 – 24.00**	
The Sale of Alcohol	BOTH ON & OFF THE PREMISES	11.00 – 24.00	

*Sundays indoor timings are 08.00 – 24.00. All Public holiday, bank holidays, special bank holidays, (those determined by Government) days is lieu of bank holidays, Christmas Eve and New Year's Eve, indoors only, 11.00 – 01.00.

** All Public holidays, bank holidays, special bank holidays, (those determined by government) days in lieu of bank holidays. Christmas Eve and New Year's Eve, indoors only 23.00 – 01.00.

2.1. Have you indicated at 2 that alcohol will be available at your event?.....

The Village Hall holds a 365 day license and if you answer yes to the above question, you will need to seek written permission from the Village Hall management committee to hold a bar. The management committee will require you to complete a separate form detailing your requirements.

2.2. The hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers

	Main Hall	Small Hall
Seated at tables	90	50
Mixed occupancy (tables & dancing area)	120	75
Dancing	240	110
Closed seated audience	150	100

2.3 Where a licensable activity will take place, the hirer hereby acknowledges receipt of a copy of the conditions of the Premises Licence and operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agrees to comply with all obligations therein.

2.4 The hall does have a licence with the Performing Rights Society for the performance of copyright music. The hall does not have a Phonographic Performance Ltd licence. If holding a disco the hirer must ensure the DJ holds the appropriate licenses.

2.5 In order to hold a licensable activity on the premises or on part of the premises not covered by the hall's Premises Licence or where a hall does not have a Premises Licence, a Temporary Event Notice (TEN) will need to be given to the licensing authority. The Hirer shall obtain the written consent of the cancellation of the hiring without compensation because there is a limit on the number of TEN's 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.

2.6 Sound levels from music events should not cause a nuisance. If held indoors, south elevation doors and windows must be kept closed and if outside, speakers must face the open countryside and not the village.

- 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 additional conditions imposed under the Premises Licence (*see clause 2.3*) or that the village hall management committee deem necessary 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.

As Witness the hands of the parties hereto:

Signed by the person named at 1.2 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

.....

Please note that signatures do not need to be witnessed.

****Please make a note in the maintenance book (kept in the kitchen) if you find anything broken or repair issues.****