

**CAR COLSTON & SCREVEYTON VILLAGE HALL
HIRING AGREEMENT**

THIS AGREEMENT is made on the **DATE (1)** and between
the Village Hall Management Committee (**THE COMMITTEE**) (2) and
the **HIRER (3)** named below

WHEREBY in consideration of the sum(s) mentioned at (4)

THE COMMITTEE agrees to permit the Hirer to use the **PREMISES (5)**
for the purpose of (6) and
the period(s) (7) all described below, viz:

(1) **DATE**

(2) **LINDA GILBERT** of 6 Wilmot Close, Car Colston, Nottingham NG13 8JF
(T 01949 20181) (Booking Secretary & the authorised representative of the
Committee),

(3) **HIRER**

(a) Organisation

(b) Authorised Representative
[not being a person under 18 years of age]

Address

.....

Tel..... Mob.....

(4) **HIRING FEE** (with reference to the Schedule of Hire Charges attached)
payable on or before the commencement of the event for which the Premises
are hired

Hall Hire fee ((7) below) £.....

Deposit (condition 10) £.....

Equipment (see Schedule) £.....

Total payable £.....

(5) **PREMISES:** Car Colston & Screveton Village Hall, Screveton Road, Car
Colston, Nottinghamshire NG13 8JG.

(6) **DESCRIPTION OF HIRING**

(7) PERIOD OF HIRING

Date

Hours From To

Hours booked [.....hours @ £.....per hr]
[.....hours @ £.....per hr]
[.....hours @ £.....per hr]

Hiring Fee £.....

(8) **THE HIRER** agrees with the Committee to observe and perform the provisions and stipulations contained or referred to in the Committee's Standard Condition of Hire for the time being in force as annexed hereto (an understanding of which the Hirer acknowledges)

(9) **THE HIRER** acknowledges receipt of and will comply fully with the EMERGENCY ACTION PLAN for the Premises a copy of which is attached and displayed at the Premises

(10) **IN THE EVENT** of the Premises or any part thereof being rendered unfit for the use of which it has been hired the Committee shall not be liable to the Hirer for any resultant loss or damage whatsoever

(11) **ALL HEATING POWER AND LIGHTS** must be extinguished at the end of the Period of Hiring. Care should be taken to switch off the heating master switch, the water heater in the bar, the kitchen cooker and hot water boiler and all lights. Failure to switch off lights and appliances will make the Hirer responsible for additional costs as follows
Lights 50p per hour and Power £1.50 per hour. The number of hours to be calculated from 1 hour after the event is due to end to the time the live lights or power fittings are discovered.

(12) **THE COMMITTEE** can accept no responsibility for loss or damage to any valuables, property or articles belonging to those using the Premises and brought onto the Premises, such articles to be at the owner's risk. Similarly the Committee can accept no responsibility for damage to vehicles in the car park or for the security of goods left therein. Cars parked in the car park are at the owner's risk.

AS WITNESS the hands of the parties hereto

SIGNED
By the person named at 2 above on behalf
of the Village Hall Committee at 2 above

SIGNED
By the person named at 3(b) above on behalf of the
organisation names at 3(a) above

CAR COLSTON & SCREVEYTON VILLAGE HALL STANDARD CONDITIONS OF HIRE

Note: Should the Hirer be in any doubt as to the meaning of the following the Hirer should immediately contact the Hall Booking Secretary for clarification

1. THE HIRER will, during the period of hiring, be responsible for the supervision of the Premises, the fabric and the contents, their care, safety from damage – however slight – or change of any sort and the behaviour of all persons whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
2. THE HIRER will be responsible for the safety and supervision of all young children and vulnerable adults while at the Premises.
3. (1) THE HIRER shall not use the Premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the Premises or allow the Premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the Premises anything which may endanger the same or any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without written permission.

(2) THE HIRER shall not exceed the maximum permitted number of people appropriate to the nature of the event.
Maximum capacity 190 people.
Dancing 100 people.
Dining 80 people using straight tables with seating either side.
Please refer to the Booking Secretary for occupancy figures for alternative arrangements eg round tables.
4. THE HIRER shall be responsible for obtaining a Temporary Event Notice Licence from Rushcliffe Borough Council (*having first obtained the approval of the Committee*) if needed for the sale of intoxicating liquor and for the observance of the same.
5. THE HIRER shall be responsible for obtaining the appropriate music licence from Phonographic Performance Limited in respect of the playing of recorded music. The Hall holds a joint licence issued by the Performing Rights Society Limited on behalf of both PRS for music and PPL which covers all live music played on the Premises and all recorded music played by not for profit organisations.
6. THE HIRER shall comply with all conditions and regulations made in respect of the Premises by the local authority and any other relevant authority particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays. Details of the Hall Premises Licence can be obtained from the Hall Booking Secretary.
7. THE HIRER shall be responsible for ensuring that all lifting and carrying of tables, chairs and any other equipment provided by the Committee for use with the Hall shall be done with care and carried out in accordance with relevant guidance.
8. THE HIRER shall comply with the requirements of the Emergency Action Plan for the Premises for the time being in force as annexed hereto (an understanding of which the Hirer acknowledges). In particular, the Hirer shall note the position of all Fire Exits and these shall be kept clear at all times. The Committee encourages all regular users to carry out regular (at least once every six months) fire practices and report any issues arising to the Hall Booking Secretary or other member of the Committee.
9. THE HIRER acknowledges that no smoking is permitted on the Premises.

10. THE HIRER shall indemnify the Committee on demand for the cost of any repair of any damage done to any part of the Premises including the curtilage thereof or the contents of the Premises which may occur during the period of the hiring as a result of the hiring. The deposit paid by the Hirer shall be applied towards discharging such costs of repair and any other liabilities of the Hirer under this Agreement. Any balance remaining shall be refunded to the Hirer within one month of the hiring. If the deposit shall be insufficient to discharge such costs and/or the liabilities of the Hirer, the Hirer shall pay to the Committee on demand the amount outstanding.
11. IF THE HIRER wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or repayment of the fee shall be at the discretion of the Committee.
12. AT THE END of the hiring, the Hirer shall be responsible for leaving the Premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions shall be properly replaced, otherwise the Committee shall be at liberty to make an additional charge. The Hirer shall remove all rubbish and place it in the appropriate recycling bins at the side of the Hall. The key to the Premises should be delivered to the Hall Booking secretary Mrs Linda Gilbert of 6 Wilmot Close, Main Street, Car Colston Telephone 01949 20181.
13. THE COMMITTEE reserves the right to cancel the hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary, Local Government, European election or by-election or referendum in which case the Hirer shall be entitled to a refund of any deposit already paid.

SCHEDULE OF HIRE CHARGES

HALL HIRE CHARGES

	Monday to Friday	Weekends
Daytime (up to 6pm)	£8.00 per hour	£10.00 per hour
Evenings (6pm – 12 midnight)	£10.00 per hour	£10.00 per hour
Minimum charge for parties based upon 3 hours hire		
Deposit	£50.00 per booking (excluding regular hirers)	

EQUIPMENT HIRE CHARGES

Refer to Booking Secretary

Deposit	£25.00 per booking
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