

# Holcombe Village Hall Hiring Agreement

Issue: November 2014

## **(“One Off” Use”)**

**Dated:**.....

**Parties:**

- (1) The Village Hall named in clause 1.2 acting by its management committee (“Village Hall”)
- (2) The person or organization named in clause 1.3 (“Hirer”)

**Agreed as follows:**

- 1.** In the 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 answers to the questions in clauses 1.7 and 1.8 are terms of this agreement.

**1.1** Date(s) required:.....

Month:..... Year:.....

Time required (Hours) from:..... to .....

Nature of event(s) being held:.....

**1.2 Village Hall:**

(a) Registered charity number: **304558.**

Authorised Representative(s): **HOLCOMBE VILLAGE HALL MANAGEMENT COMMITTEE,**

(b) Address: **c/o. 3 Stones Paddock, Holcombe, BA3 5EY.**

Telephone Number: **01761 232646.**

**1.3 Hirer:**

(a) Name (if individual):

.....

(b) Organisation (if applicable):

.....

(c) Name of Organisation’s Authorised Representative:

.....

**Note:** Person(s) signing must be 18 years of age or over.

**Address:**.....

.....

Telephone No.: Home:.....Work:.....Mobile:.....

1.4 Total Hiring Fee: £.....Deposit (50%):£.....

Balance: £.....

**(payable no later than 7 days prior to the event for which the premises are hired)**

Damage Bond (at the discretion of the Management Committee): £.....

Being payable no later than.....

Any Damage Bond will be refunded within 28 days of the termination of the period of hire (see note 13 “Standard Conditions of Hire”).

Licence Fee (where necessary) £.....(see 1.8)

1.5 Premises: Whole of Hall and Kitchen.

1.6 Purpose of the Hiring: This will be a private / public event (Delete as appropriate).

**Deposit:**

The Hirer shall pay as deposit 50% of the cost of the booking. The balance of fees being payable no later than 7 days before the conclusion of the event for which the premises are hired (the deposit having been paid on the signing hereof).

1.7 Will your event require music? YES / NO.

1.8 Is alcohol to be provided at the event? YES / NO.

Will alcohol be for sale? YES / NO.

**If alcohol is to be sold, you will need to apply to the Village Hall Management Committee for use of the Village Hall bar license together with a non-refundable fee of £25 to be paid 14 days in advance of the event.**

- 2. The Hirer agrees with the Village Hall to be present (by its authorized representative, if appropriate) during the hiring and to perform the provisions and stipulations contained or referred to in the Village Hall’s standard conditions of hire (“Standard Conditions of Hire”) for the time being in force as annexed hereto (an understanding of which the Hirer acknowledges) together with the Special Conditions (if any) set out in the Schedule overleaf.
- 3. It is hereby agreed that the Standard Conditions of Hire together with any Special Conditions of Hire attached hereto together with any Special Conditions of Hire contained in the Schedule overleaf shall form part of the Terms of the Hiring Agreement unless specifically excluded.
- 4. 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 party to this agreement.

As Witness the hands of the parties hereto:

Signed by:

**Margaret Blount** – *Secretary*, or **Margaret Read** - *Booking Secretary*, 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 authorized, on behalf of the  
organization named at 1.3(b) above, where applicable).

.....

*List of attachments:*                      Standard Conditions of Hire.  
   Conditions of Premises Licence.