

# **Holcombe Village Hall Hiring Agreement**

Issue: *November 2014*

## **(Regular Bookings)**

**This form is for use by those organisations using the hall on a regular basis, and shall be completed quarterly in advance. All dates and times listed will be invoiced. In the event of a cancellation of one or more of these dates, both the Treasurer and the Booking Secretary must be notified 2 weeks in advance in order to avoid any charges for the cancelled date.**

**Dated:** .....

### **Parties:**

- (1) The Village Hall named in clause 1.2 acting by its management Committee ("Village Hall").
- (2) The Person or Organisation 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 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** Regular day required:.....

Time required: From: .....To:.....

Total Hours per session: ..... Total number of sessions: .....

**Dates required (list all dates required in the next 4 months):**

Rate per hour: .....

**1.2 Village Hall:**

- (a) Registered Charity number: **304558**
- (b) Authorised Representative: **HOLCOMBE VILLAGE HALL MANAGEMENT COMMITTEE,**  
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 number:**

Home:.....Work:.....Mobile:.....

**1.4 Total Hiring Fee:** £.....

**Payment to be received no later than 6 weeks after the date on the invoice.**

Damage Bond (at 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 14 “Standard Conditions of Hire).

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

**Payable in full at time of booking.**

**1.5 Premises:** Whole of Hall and Kitchen.

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

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 the 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:*

**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 authorised, on behalf of the organisation named at 1.3(b) above, where applicable).

.....  
*List of attachments:*

- Standard Conditions of Hire.
- Conditions of Premises Licence.
- Regular Bookings only, Storage agreement (where applicable).