**Foston Village Hall – Hire Agreement & Booking**

**THE PARTIES:**

1. The Village Hall Committee, named in 1.2 (“Foston Village Hall”).
2. The person or organisation named in 1.3 (“Hirer”).

**AGREED** as follows:

1. In consideration of the hire fee described in 1.4, the Foston Village Hall Committee agrees to permit the Hirer to use the premises described in 1.5 for the purpose described in 1.6 for the period(s) described in 1.1. The details inserted in 1.1 to 1.7 below and the answers to the questions in 2 are terms of this agreement. This Hiring Agreement includes the Standard Conditions of Hire, displayed on the Village Hall notice board and the Special Conditions of Hire (if any) issued at the time of the booking.
	1. **Date and Time required:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. **Foston Village Hall** (Registered Charity No 503716)

Church Street, Foston, Lincolnshire, NG32 2LG

 Authorised Representatives:

 Pam Fellows 07740 894605 pamelafellows@outlook.com

 Carole Chandler-Barratt 07767 657745 ccb011@outlook.com

 Richard Wynn 07579 779087 richardwynn77@icloud.com

* 1. **Hirer:**
	2. Name of Hirer or Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. Organisation’s Authorised Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address & Phone No of Hirer or Rep: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1.4 Deposit: £**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Hire Fee:** £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Hirer shall pay £25 as a deposit, **OR** £100 for events at which alcohol is to be consumed, via Bank account transfer (details below). The hire fee is payable at least 7 days before the event for which the Hall is hired (the deposit having been paid on the signing of this agreement).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Account number: | 12208647 |  | Account name: | Foston Village Hall |
| Sort code: | 54-10-23 | Bank name and branch: | NatWest (business account) |

Note: The deposit will be refunded at the end of the hire, **provided** that:

* No damage or loss has been caused to the premises and/or its contents
* N**o** complaints have been made to Foston Village Hall about noise or other disturbance during the period of the hiring, and as a result of the hiring.
* Waste has been correctly sorted into the appropriate bins (landfill vs recycling) ready for collection.
	1. **Premises Hired** (tick those appropriate)

Hall \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Kitchen\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bar \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. **Purpose/description of hiring**

Purpose of Hiring: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commercial use (YES / NO) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Public or Private event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1.7 Food** Is food to be provided at the event? (Yes / No) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Licencing:** The Village Hall does not have a Premises Licence but the regulated entertainment listed in 2a to 2e below can be carried out between the hours of 08:00 to 23:00, providing that the audience does not exceed 500 (see 2.3 for the capacity of Foston Village Hall). Please confirm which activities will take place at your event:

|  |  |  |
| --- | --- | --- |
| Activity | Validity period | Please indicate whether or not these activities will take place at the event(**hirer to complete**) |
| 1. The performance of unamplified live music
 | 08:00 – 23:00, daily |  |
| 1. The performance of amplified live music\*
 |  |
| 1. The playing of recorded music\*
 |  |
| 1. The performance of dance
 |  |
| 1. Not-for-profit film exhibition\*
 |  |
| \* These events require the organiser to obtain consent for the performance from an authorized representative for the premises (see 1.2) |
|  |
| If the following activities are to be undertaken at your event, a **Temporary Event Notice (TEN)** is required from SKDC:  |
| 1. The provision of hot food and/or drink after 23:00
 | TEN required |  |
| 1. The **SALE** of alcohol
 | TEN required |  |

**2.1** Are you undertaking any of the licensable activities shown in 2f or 2g at your event? (YES / NO)

If the answer is YES, a Temporary Event Notice (TEN) will be required. However, there is a limit on the number of TENs which can be granted annually for the Village Hall and written permission from the Village Hall Committee **mus**t be sought before you apply (Authorised rep in 1.2).

The Hirer (**You**)is responsible for obtaining the appropriate TEN which can be obtained on-line or from SKDC directly. A copy of the TEN, signed by SKDC, **must** be given to the Village Hall Committee prior to the event (Authorised rep in 1.2).

* 1. The hall has a licence with the Performing Right Society for the performance of copyright music.
	2. The Hirer agrees not to exceed the maximum permitted number of people, including the organisers/performers. This is 100 for events that are mainly seated, otherwise 130.
1. The Hirer (or its authorised representative) agrees to be present during the hiring and to comply fully with this Hire Agreement.
2. It is hereby agreed that the Standard Conditions of Hire together with any additional conditions that the Village Hall 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.
3. 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.
4. It is the hirer’s responsibility to meet all current requirements for working with children and vulnerable adults.

**Signed by the authorized representative of Foston Village Hall committee ………………………………**

**Signed by the person named at 1.3a or 1.3b above ………………………………**

**Date ………………………………**