

# BARFORD AND WRAMPLINGHAM VILLAGE HALL

Registered Charity 303897

## HIRE AGREEMENT

1. **Your details (you must be 18 or over):**

Name: \_\_\_\_\_ Organisation (if any): \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

2. **I wish to hire (please tick):**

Hall  Playing field

Purpose of hire: \_\_\_\_\_

Any special requirements: \_\_\_\_\_

3. **Hire period:**

Date(s): \_\_\_\_\_ Starting time: \_\_\_\_\_ Finishing time: \_\_\_\_\_ (max midnight)

**Times include preparation and clearing up.**

4. **Fees:**

<b>Hire period:</b>	hours/days	<b>Rate:</b> £	per hour/day
<b>Total:</b>	£	<b>Due by:</b>	(2 working days prior to booking)

Plus damage deposit of: £50\*Min. (please supply this as a separate cheque) due now.

**\*Your booking will be confirmed upon receipt of your completed form and damage deposit cheque. This cheque will be destroyed upon satisfactory conclusion of your Hire.**

Your booking will be cancelled and the full Hire fees deducted from your damage deposit if:

- You cancel within 48 hours of your Hire.
- You have not paid your full fees within two working days of your Hire.

**Cheques payable to: Barford and Wramplingham Village Hall.**

**I agree to abide by the Standard Conditions of Hire shown on the back of this form plus any special conditions notified me by the Village Hall Committee.**

**I am authorised to request this Hire and am over 18 years of age.**

**I enclose the required damage deposit by cheque.**

Name (block letters): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please complete and sign both copies and return one to:**  
Jo Harrold, Bookings Secretary, Barford and Wramplingham Village Hall  
c/o Rose Cottage, Church Lane, Barford, Norwich. NR9 4AY

# BARFORD AND WRAMPLINGHAM VILLAGE HALL

## Standard Conditions of Hire

### 1. Definitions

This Hire Agreement ("the Agreement") is made between Barford & Wramplingham Village Hall ("the Village Hall") acting by its management committee ("the Village Hall Committee") and the individual or organisation stated overleaf ("the Hirer"). The Agreement relates to the Village Hall and its outside areas including the playing field and carpark ("the Premises"). These standard conditions apply to all hirings of the Hall. If the Hirer is in doubt as to the meaning of these Standard Conditions, the Village Hall Committee shall be consulted.

### 2. Supervision

The Hirer shall, during the period of hire, be responsible for: 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 using the Premises whatever their capacity; including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the Village Hall Committee, the Hirer shall make good or pay for all damage (including accidental damage) to the Premises or to the fixtures, fittings or contents and for loss of contents.

### 3. Use of premises

All hirings are at the discretion of the Village Hall Committee. The Hirer shall not use the Premises for any purpose other than that described in the 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 fashion nor do anything or bring onto the Premises anything which may endanger the Premises or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without the written permission of the Village Hall Committee.

### 4. Licences

The Hirer shall be responsible for obtaining such licences as may be needed for, say, the sale or supply of intoxicating liquor or public performance. It shall be the responsibility of the Hirer to check with the Village Hall Committee whether the Village Hall holds applicable licences. Please note there is no television licence for the Hall.

### 5. Gaming, betting and lotteries

The Hirer shall ensure that nothing is done on or in relation to the Premises which is contrary to the law relating to gaming, betting and lotteries.

### 6. Public safety compliance

The Hirer shall comply with all conditions and regulations made in respect of the Premises by the Fire Authority, Local Authority, Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.

### 7. Health and hygiene

When preparing, serving or selling food, the Hirer shall observe all relevant food health and hygiene legislation and regulations.

### 8. Electrical appliance safety

The Hirer shall ensure that any electrical appliances brought by them to the Premises and used there are safe, in good working order and used safely. In the interests of public safety, where a residual circuit breaker is provided under terms of the PEL or CPL, the Hirer shall use it.

### 9. Indemnity

The Hirer shall indemnify and keep indemnified each member of the Village Hall Committee and the Village Hall's employees, volunteers, agents and invitees against (a) the cost of repair of any damage done to any part of the Premises including the curtilage thereof or the contents of the Premises and (b) all claims in respect of damage or loss of property or injury to persons arising as a result of the use of the Premises (including the storage of equipment) by the Hirer.

The Hirer shall take out adequate insurance to insure the Hirer and members of the Hirer's organisation and invitees against all claims arising as a result of the hire and on demand shall produce the policy and current receipt or other evidence of cover to the Village Hall Committee. Failure to produce such policy and evidence of cover will render the Hire void and entitle the Village Hall Committee to re-hire the Premises to another hirer. (The Village Hall is insured against any claims arising out of its own negligence).

### 10. Accidents and dangerous occurrences

The Hirer shall report all accidents involving injury to the public to a member of the Village Hall Committee as soon as possible and complete the relevant section in the Village Hall's accident book. Any failure of equipment, either that belonging to the Village Hall or brought in by the Hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

### 11. Animals

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the Premises, other than for a special event agreed to by the Village Hall Committee. No animals whatsoever may enter the kitchen at any time.

### 12. Smoking

Smoking is prohibited by law in the Village Hall and all of its outbuildings.

### 13. Compliance with the Children Act 1989

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act 1989 and that only fit and proper persons have access to the children.

### 14. Fly posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisement for any event taking place on the Premises or elsewhere, and shall indemnify and keep indemnified each member of the Village Hall Committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

### 15. Sale of goods

If selling goods on the Premises, the Hirer shall comply with the applicable fair trading legislation and any code of practice used in connection with such sales.

### 16. Cancellation

Full deposits, fees and Instalments, or parts thereof, shall not be refundable if the Hire or part of a multiple Hire is cancelled by the Hirer with fewer than 48 hours' notice given to and acknowledged by the Village Hall Bookings Secretary.

The Village Hall Committee reserves the right to cancel this hire by verbal or written notice to the Hirer in the event of:

- (a) the Premises being required for use as a Polling Station
- (b) the Village Hall reasonably considering that (i) such hire may be leading to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the Premises as a result of this hire
- (c) the Premises becoming unfit for the use intended by the Hirer.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Village Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

### 17. End of hire

The Hirer shall be responsible for removal of the Hirer's property and waste from the Premises and for leaving the Premises in a clean and tidy condition, properly locked and secured unless otherwise directed. Any contents which have been temporarily removed from their usual positions shall be properly replaced, otherwise the Village Hall shall be at liberty to levy an additional charge.

### 18. Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning.

### 19. Stored equipment

The Village Hall accepts no liability for any stored equipment or other property brought onto or left at the Premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) shall be removed at the end of each and every Hire or the Hirer shall be charged for their storage. In any of the following circumstances, namely:

- (a) in respect of stored equipment, failure by the Hirer either to pay any storage charges due and payable or to remove the same within 7 days after the agreed storage period has ended;
- (b) in respect of any other property brought on to the Premises for the
- (c) purposes of the hire, failure by the Hirer to remove the same within 7 days after the hire

the Village Hall may, in its discretion, dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

### 20. No alterations

No alterations or additions may be made to the Premises nor may any fixtures or placards be installed, or decorations or other articles be attached in any way to any part of the Premises without the prior written approval of the Village Hall Committee. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Village Hall Committee remain in the Premises at the end of the hire and become the property of the Village Hall or be removed by the Hirer who must make good to the satisfaction of the Village Hall Committee any damage caused to the Premises by such removal.

### 21. No rights

The Agreement constitutes permission only to use the Premises and confers no tenancy or other right of occupation on the Hirer.