

**RUSPER VILLAGE HALL CIO (NO 1206908)
HIRING AGREEMENT**

DATED:

--

PARTIES:

(1) Rusper Village Hall	(2) (your name)
--------------------------------	------------------------

- (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 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 details inserted in sub-clauses 1.1 to 1.6 below and the answers to the questions in sub-clauses 1.7 and 1.8 are terms of this agreement. This Hiring Agreement includes the Standard Conditions of Hire and the Special Conditions of Hire made available to the hirer.

1.2 Village Hall

Authorised Representative:

Elaine Gorton

Address:

Rusper Village Hall Bookings % Rusper Stores East Street Rusper West Sussex RH12 4PX

Email:

bookings@ruspervillagehall.org.uk

1.3 Hirer:

Name:

--

Address:

--

Contact Telephone Number(s):

--

Contact email:

--

Bank Account details (for return of deposit)

Name of account:

Account Number:

Sort Code:

Hire Details

1.1	Date(s):	<input type="text"/>	Start Time:	Finish Time:	<input type="text"/>
			Total Hours (including set-up and clear-up time):		<input type="text"/>
			Cost per hour:		<input type="text"/>

For one-off events a Deposit of £250 (£100 for children's parties) or part thereof will be retained to cover any damages suffered by Rusper Village Hall (RVH) including equipment and property, as well as any additional cleaning required. Should the hirer exceed the number of booked hours these will also be deducted from the deposit (video logging of arrival and departure times is standard practice). In the event that damages exceed £250 (£100 for children's parties), RVH retains the right to seek further damages from the hirer.

1.4 Total Hire Fee:

Payment is only accepted by bank transfer and should be made to the account as shown:

CAF Bank Account Name: Rusper Village Hall CIO Account no: 00037114 Sort Code: 40 52 40

Please email a copy of the paying in slip or confirm the payment date to the Bookings Manager. Once confirmation of payment has been received, we will confirm to Rusper Stores that the hall keys may be issued on the day before or the day of the event. Keys should be returned to Rusper Stores at the end of the hire period which if closed should be posted in the Key Drop Box at the rear of Rusper Stores.

1.5 Areas required (tick as appropriate)

Combined Large and Small Halls:	Main hall:	Small hall:
---------------------------------	------------	-------------

1.6 Purpose/description of hire

1.7 Will this be a public or private event?

1.8 Is food (other than biscuits/cakes) to be provided/prepared at the event?

2. The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. Please confirm which licensable activities will take place at your event:

3.

Activity	The hall is licensed for	Times for which the activity is licensed	Indicate activities to take place at your event
a. The performance of plays	No		
b. The exhibition of films	No		
c. Indoor sporting events	No		
d. Boxing or wrestling entertainment	No		
e. The performance of live music	Yes	}	
f. The playing of recorded music	Yes	}	
g. The performance of dance	Yes	} Monday-Saturday	
h. Making music	Yes	} 0900-Midnight	
i. Dancing	Yes	}	
j. Entertainment similar to those in e-i	Yes	}	
k. The provision of hot food/drink after 11pm	No		
l. The sale of alcohol	No		

2.1	Will alcohol be sold at your event?	
-----	--	--

If you answer yes to the above question you will need to complete a separate form detailing your requirements so that permission may be granted by the Management Committee for a Temporary Event Notice (TEN) application to be made to the licensing authority.

2.2 Where a licensable event is to be held for which the premises, or that part of the premises, are not licensed the hirer shall be responsible for obtaining such authorisation as may be needed.

2.3 The hall has a licence with the Performing Rights Society for the performance of copyright music

2.4 In order to hold a licensable activity not covered by the Village Hall's Premises Licence a TEN will need to be given to the licensing authority.

The Hirer shall obtain the written consent of the management committee on the form provided for this purpose before giving the licensing authority a TEN. Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENs which can be granted annually for any premises.

3. The Hirer agrees with the Village Hall to be present (or their authorised representative, if appropriate) during the hiring and to comply fully with this Hiring Agreement. **The minimum age to hire all or part of the Hall is 21.**

3.1 **The hirer is ultimately responsible for returning the Hall in the same condition that it was hired. Any breakages or damages will be paid for by the hirer on demand as well as any additional cleaning deemed necessary. All refuse must be removed from the premises. Events should end no later than 11:30pm so that the Hall can be cleared, cleaned and locked up by you by midnight.**

4. It is hereby agreed that the Standard Conditions of Hire together with any Special Conditions of Hire shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Village Hall and the Hirer.

5. 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.

Accepted by the person named at 1.2 above, duly authorised, on behalf of the Village Hall's Management Committee:

Accepted by the person named at 1.3(a) above, duly authorised, on behalf of the organisation named at 1.3(b) above, where applicable:

I confirm that I have read and accept the Conditions of Hire

I confirm that I am 21 years of age or older

By using this form, you agree with the storage and handling of your data for the purposes of processing this booking. Your data will not be sent to or shared with any 3rd party organisations.

Please tick to indicate your acceptance

Please email this completed form to: **bookings@ruspervillagehall.org.uk**