**BACONSTHORPE VILLAGE HALL**

**Hire Agreement**

Baconsthorpe Village Hall Management Committee (VHMC) agree to permit the hirer to use the village hall for the purpose and hours stated and signed for below. On booking a refundable deposit of £25 will be payable to the VHMC. The keys may be collected half an hour before the time of hire and, unless agreed in advance, must be returned no later than half an hour after the hire finishes.

Name of Hirer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hirer’s address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Hire:

Purpose of Hire:

Start Time: Finish Time:

Total Hours:

The Hire Charge is £8 per hour. The £25 deposit is refundable following inspection of the hall after the event. Charges may be varied in special cases, by agreement with the VHMC.

Total charge, including deposit

I have read and agree to abide by the Terms of this Agreement

Signature of Hirer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please print full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please make cheques payable to Baconsthorpe Village Hall. BACS Payment details:

Account Name: Baconsthorpe Village Hall

Account No: Sort Code: 20-30-81

Account Number: 90423106

**Terms & Conditions of Hire**

**Introduction**

The following terms and conditions of hire apply to all hiring of the Village Hall and grounds. Should there be any doubt as to the interpretation of these conditions the matter should be referred to the VHMC for clarification.

**Responsibilities of hirer**

The hirer is responsible for:

* supervision and care of the premises, its fabric and content;
* health, safety, welfare, and conduct of all persons using the premises, and for their behaviour on leaving;
* setting-up and putting away of equipment and returning any furniture used to its original position;
* leaving the premises clean and tidy on the day of hire unless otherwise agreed;
* ensuring that any electrical appliance brought into the building carries a valid PAT certificate;
* reporting any losses, breakages, or damage; and
* bagging and removing all rubbish from the Hall and grounds.

Hirers must ensure that the premises are vacated on time. Occupancy beyond the agreed time may clash with other hires or required cleaning. Any Village Hall linen used by the hirer should be cleaned, ironed, and returned to the Village Hall.

There should be no disruption, disturbance or upset to local residents. Noise should be kept to a reasonable level and events will close no later than 11.00pm.

**Use of the Premises**

The hirer must not use the premises for reasons other than those specified in their application for hire or sub-let the premises to other persons. The premises must not be used for any unlawful purpose or for any activity likely to be hazardous to the building or to users.

The hirer must comply with any legal requirement concerning music, singing and dancing licences, theatre licences and copyright. The hirer shall be fully responsible for obtaining any such licences or any other permission required, always providing that no such application shall be made without the prior approval of the VHMC.

Baconsthorpe Village Hall Management Committee (VHMC) works with Norfolk Constabulary by sharing information on bookings in order to prevent Crime & Disorder.

**Cancellation**

The VHMC reserves the right to cancel a booking in the event of:

* premises being required for use as a Polling Station; or
* VHMC determining that the hiring could lead to a breach of the licensing conditions or that unlawful or unsuitable use of the premises may arise.

In such a situation, the hirer shall be entitled to a full refund of any hire fee paid. The VHMC shall not be responsible for any resulting direct or indirect loss or damages incurred by the hirer.

**Fire Procedures, Public Safety, and Compliance**

The hirer must comply with all conditions and regulations made in respect of the premises by the Police Authority, Fire Authority, Local Authority and the Village Hall Health & Safety Policy.

There shall be no smoking in the Hall, associated buildings, or grounds.

Fire exits must be kept clear at all times such as not to impede emergency evacuation. The muster point is the car park.

In the event of fire, the Fire Service should be called on 999 as soon as possible.

Wherever feasible and safe to do so, doors and windows should be closed to reduce the spread of the fire.

The hirer should know how many people are present in their group and is responsible for making them aware of the correct procedure in the case of fire.

**Health & Hygiene**

If preparing, serving, or selling food, the hirer must observe all relevant food and hygiene regulations. Food must not be prepared, cooked or eaten outside the Hall or grounds and no food or drink can be left on the premises.

**Bookings**

The hirer is responsible for the cost of repair of any damage caused to any part of the premises and its contents and for all claims in respect of loss of property or injury to persons arising from the use of the hall. The hirer may be asked to produce evidence of current insurance cover on the above.

If a key is provided, then this must be safeguarded at all times and returned to the relevant VHMC member at the end of the letting period or as soon as is reasonably possible. The keys shall not be copied nor given or lent to any third party. If keys are provided, it is the hirer’s responsibility to ensure that all fire doors and windows are closed, all doors locked, and any heating and all lights switched off (including the toilets), at the end of the letting period.

**Capacity**

The hall can accommodate a maximum of 100 people in safety. The hirer is responsible for ensuring that this figure is not exceeded.