

# Bourton, Draycote & Frankton Village Hall

**NON  
LOCAL**

## Hiring Agreement – Non local

Please complete and return this form with payment to:

Keppel Gate Cottage, Main Street, Frankton CV23 9PB

Name of Hirer:

Hirer address:

Hirer contact number:

Today's date:

Hirer email:

Date of booking:

Time start & Finish:

(Allow time for setting up, clearing & cleaning afterwards – please note minimum hire for Saturday is 4 hours)

Hiring the hall for what event:

Hire Rates	WEEK	EVENING/ WEEKEND	SATURDAY
	Hourly rate Mon – Thus (before 6pm)	Mon –Fri (after 6pm) Hourly rate Fri - Sun	Hall must be booked Minimum of 4 hours
Main Hall	£10	£20	£80
Kitchen use	£15	£15	£15
For WEDDING hire Friday 2pm – Sun 2pm £800			

Example of costs to hire... Saturday from 2pm – midnight:

Saturday min 4 hours cost £80 + £20 for every hour thereafter

**Total booking fee = £220 + kitchen = £235.**

FEE ENCLOSED: £

(Cheques payable: Bourton, Draycote & Frankton Village Hall)

## Licensing

The Village Hall has a Premises Licence (RY/CV23/0068-PS) -authorising the following regulated entertainment and licensable activities at the times indicated -: Plays, Films, Sporting Events, Live music, Dance and similar entertainments, From Monday to Saturday from 9.00 am to 12.00 pm.

We also have a license from the performing Rights Society for the performance of copyright music

**If you require to hold an event that is not covered by our current licensing agreement then you will be responsible to seek a TEN from the licensing authority.**

**Please indicate if you intend Alcohol to be sold at your event** YES/NO

- 1) If you intend to sell Alcohol you will need to seek permission from the Village Hall so you can obtain a Temporary Event Notice (TEN) from the Licensing authority, and then copy this notice to us prior to the event.**
- 2) Failure to obtain a required TEN will result in cancellation of the hiring without compensation. (The Village Hall is only allowed a finite number of TEN's each year, and lack of co-operation could affect future fundraising by the management committee and local voluntary organisations.)**
- 3) Also please note our insurance does not cover anyone hiring the hall who hires a bouncy castle – they do this at their own risk.**

## **General**

- A. For Health and Safety reasons the stage must not be used unless requested and must only be assembled by hirers when a member of the village hall committee is present to erect and disassemble. There is no additional charge for use of the stage.
- B. The Hirer must be present (or its authorised representative,) during the hiring and to comply fully with this Hire Agreement.
- C. 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.
- D. 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.
- E. Smoking: The Hirer shall, and shall ensure that the Hirers' invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises

Signed on Behalf of the Village Hall Management committee

Signed on Behalf of the Hirer

**(By signing acknowledges you have read the document full document, and agree to all the terms detailed within)**

Please return these first 2 pages signed, to the above address and please, read and take note of the terms and conditions and retain these for your information.

# Bourton, Draycote & Frankton Village Hall

## **(Hirers to keep this portion of the document from pages 3-7)**

### **Standard Conditions of Hire**

These standard conditions apply to all hiring of the village hall. If the Hirer is in any doubt as to the meaning of the following, the Hall Secretary or Booking Clerk should immediately be consulted.

#### **1. Supervision**

The Hirer shall, during the period of the hiring, 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 Hall Secretary, 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.

#### **2. Use of Premises**

The Hirer shall not use the premises for any purpose other than that described in the Hiring 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 way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

#### **3. Gaming, Betting and Lotteries**

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

#### **4. Licenses**

The Hirer shall ensure that the Village Hall holds a Performing Society Rights Licence which permits the use of copyright music in any form e.g. record, compact disc, tapes, radio, television or by performers in person. If other licenses e.g. for the sale of alcohol — are required in respect of any activity in the Village Hall the Hirer should ensure that they hold the relevant license or the Village Hall holds it.

#### **5. Public Safety Compliance**

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

##### **(a) The Hirer acknowledges that they have received information in the following matters:**

- ☐ The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- ☐ The location and use of fire equipment. (On the diagram attached)
- ☐ Escape routes and the need to keep them clear.
- ☐ Method of operation of escape door fastenings.
- ☐ Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

##### **(b) In advance of an entertainment or play the Hirer shall check the following items:**

- ☐ That all fire exits are unlocked and panic bolts in good working order.
- ☐ That all escape routes are free of obstruction and can be safely used.
- ☐ That any fire doors are not wedged open.
- ☐ That exit signs are illuminated.
- ☐ That there are no obvious fire hazards on the premises.

#### **6. Health and Hygiene**

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator. No food is to be left in the fridge at the end of the hire period and the fridge is to be left clean, closed and switched on.

## 7. Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer **must** make use of it in the interests of public safety.

## 8. Indemnity

(a) The Hirer shall indemnify and keep indemnified each member of the Village Hall management 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 (b) all claims, losses, damages and costs 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, and (c) all claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer.

(b) The Hirer is recommended to take out adequate insurance to insure the Hirer and members of the Hirer's organisation and invitees against the Hirer's liability under paragraph 10(a) and all claims arising as a result of the hire.

The Village Hall is insured against any claims arising out of its **own** negligence.

## 9 . Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to a member of the Village Hall management committee **as soon as possible** and complete the relevant section in the Village Hall's accident book. Any failure of equipment 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. The Hall Secretary will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

## 10. Explosives and Flammable Substances

The hirer shall ensure that:

- (a) Highly flammable substances are not brought into, or used in any part of the premises
- (b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No internal decorations are to be put up near light fittings or heaters. No decorations are to be put up near light fittings or heaters.

## 11. Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

## 12. Drunk and Disorderly Behaviour and Supply of Illegal Drugs

The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

## 13. 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. No animals whatsoever are to enter the kitchen at any time.

## 14. 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 of 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children (checks may also apply where children over eight and vulnerable adults are taking part in activities). The Hirer shall provide the Village Hall committee with a copy of their Child Protection Policy on request.

## 15. Fly Posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of the Village Hall's management 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.

## **16. Sale of Goods**

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

## **17. Cancellation**

If the Hirer wishes to cancel the booking before the date of the event and the Village Hall is unable to conclude a replacement booking, the hirer remains liable for the full cost of the booking and refunds will not be available

The Village Hall reserves the right to cancel this hiring by informing the Hirer in the event of:

- (a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- (b) the Village Hall management committee reasonably considering that (i) such hiring will lead 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 hiring
- (c) the premises becoming unfit for the use intended by the Hirer
- (d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

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.

## **18. End of Hire**

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced. If not the Village Hall shall be at liberty to make an additional charge for this. If the timed rental period is exceeded, then the Village Hall shall be at liberty to make an additional charge for this extra letting period

## **19. 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. The Hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises. ALL MUSIC TO BE TURNED OFF BY MIDNIGHT.

## **20. Stored Equipment**

The Village Hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

The Village Hall may, in its discretion in respect of stored or hired equipment, destroy or sell these items if there is a 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

## **21. No Alterations**

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the approval of the Hall Secretary. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Village Hall remain in the premises at the end of the hiring. It will become the property of the Village Hall unless removed by the hirer who must make good to the satisfaction of the hall or, if any damage caused to the premises by such removal.

## **22. No Rights**

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

# Bourton, Draycote & Frankton Village Hall

## Fire exit details

