

Hiring Agreement

PARTIES

BLUNHAM VILLAGE HALL

DATE



AGREED as follows:

- Throughout this Agreement:
 - >the Village Hall named in clause 2.2 is referred to as "we"; "our" is to be construed accordingly and "we" and "us" mean and include the Village Hall's charity trustees, employees, volunteers, agents and invitees
 - >the person or organisation named in clause 2.3 is referred to as "you"; and "your" is to be construed accordingly; "you" also includes the members of your management committee (if appropriate), your employees, volunteers, agents and invitees
 - >where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Hall Secretary or, if the Hall Secretary is not available, any of our charity trustees.
- In consideration of the hire fee described in clause 2.6, we agree to permit you to use the premises described in clause 2.5 for the purpose described in clause 2.4 for the period(s) described in clause 2.1. The details inserted in sub-clauses 2.1 to 2.6 below and the answers to the questions in sub-clauses 2.7 to 2.10 are terms of this Agreement. This Agreement includes the annexed Standard Conditions of Hire set out in the attached Schedule.

2.1 Date(s) required:

Date

Time (from/to)

Sunday to Thursday: Music/Entertainment to end by 10pm; Hall to be vacated by 10:30pm **Friday/Saturday:** Music/Entertainment to end by 11:30pm; Hall to be vacated by 12am
Special arrangements are available for New Year's Eve

2.2 Village Hall:

(a) Registered Charity No

1183856

(b) Authorised Representative

Address

Telephone Numbers & Email

Booking Coordinator
Blunham Village Hall
105a High Street
Blunham
MK44 3NN

2.3 Hirer:

- Name
 - Organisation
 - Name of Organisation's Authorised Representative
- Address, Telephone Numbers & Email

2.4 Purpose/description of hiring:

2.5 Premises to be hired:

Entire building

Committee room/Kitchen

2.6 Hire Fee: Hire Fee

You must pay the balance of the booking fee within 1 week prior to the event or you risk losing the booking.

2.7 Will tickets be sold for your event? **Yes / No** **2.8** Is alcohol to be provided at the event? **Yes / No**
If your answer is yes to both 2.7 and 2.8 you must give notice of a TEN to the Licensing Authority (see 4.1 below)

2.9 Will there be exhibition of a film? **Yes / No** If yes, state full title

If your answer is yes to both 2.7 and 2.9 you will need to apply for a screening license

If you wish to use the projection equipment to show a film a Refundable Bond of £100 will be payable at the time of booking in addition to the deposit

2.10 Will live music be performed or recorded music played? **Yes / No**

2.11 If you are hiring a third party to provide entertainment/activities please provide details here:

3. You agree not to exceed the maximum permitted number of people per room including the organisers/performers Main hall: 100 Committee room: 20

4. The hall has a licence with the Performing Right Society (PRS) for the performance of copyright music and from Phonographic Performance Licence (PPL)

4.1 We have a Premises Licence authorising entertainment and the sale of alcohol. You hereby acknowledge receipt of a copy of the conditions of the Premises Licence and/or Operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agree to apply with all obligations therein. If we believe that a Temporary Event Notice (TEN) would be in our best interests for this hiring, we can require you to give notice of a TEN.

5. You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.

6. We and you hereby agree that the Standard Conditions of Hire, together with any additional conditions imposed under the Premises Licence or that we deem necessary, form part of the terms of this Agreement unless we and you agree in writing.

7. 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.

8. Privacy Notice: Blunham Village Hall will keep the details of this booking including date, purpose, and contact details for the purposes of legitimate commercial interest and general reporting requirements as outlined by the

Charity Commission. We may contact you in the future for Village Hall marketing or promotional purposes. We will not share this information except with relevant parties under legal direction. You have the right to inspect, amend, or delete the information we hold about you personally by contacting us at blunhamvillagehall@gmail.com

Signed on behalf of the Blunham Village Hall.

Signed by the person named at 2.3 above (hirer)

Please make payments to **Blunham Village Hall** **Sort Code: 20-05-73** **Account Number: 13689123** PLEASE USE YOUR BOOKING DATE AS THE PAYMENT REFERENCE.

Completed form to be returned to blunhamvillagehall@gmail.com Your booking is not secure until this form has been returned.