

# Bury Village Hall Hire Agreement

(Revision published August 2022)

DATED

Between **Bury Village Hall** (on behalf of Bury Parish Council) as named in clause 2.1 and **XXXXXXXXXXXX** as named in clause 2.2

**AGREED** as follows:

1. Throughout this Agreement:

- The Village Hall named in clause 2.1 is referred to as “we”. “Our” is to be construed accordingly.
- “We” and “us” mean and include Bury Parish Council councillors, employees, volunteers, agents and invitees.
- The person or organisation named in clause 2.2 is referred to as “you”. “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 Village Hall Manager or, if the Village Hall Manager is not available, consult one of the Parish Councillors via this link:

<https://buryparishcouncil.org.uk/council-members/>

2. In consideration of the hire fee described in clause 2.4, we agree to permit you to use the premises described in clause 2.5 for the purpose described in clause 2.6 for the period(s) described in clause 2.3. The details inserted in sub-clauses 2.1 to 2.6 below and the answers to the questions in sub-clauses 2.7 to 2.11 are terms of this Agreement. **This Agreement includes the Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached document which is also available to view on the Bury Parish Council website.**

## 2.1 Bury Village Hall

**Representative of Bury Parish Council**  
**Address**  
**Telephone Numbers**  
**Email**

Judith Daykin, Village Hall Manager  
Bury Village Hall, The Street, Bury, West Sussex, RH20 1PA  
01798 839174 or 07534 361700  
vhmanager@buryparishcouncil.org.uk

## 2.2 Hirer

<b>Name</b>	
<b>Organisation (if applicable)</b>	
<b>Address</b>	
<b>Telephone Number(s)</b>	
<b>Email</b>	

### 2.3 Date(s) and times required allowing for set up and clearing up:

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Please be aware that some activities between the hours of 11pm and 8am may need to take account of alcohol and entertainment legislation. Please contact us if you have any queries.

### 2.4 Hire Fee

<b>Agreed hire fee</b> <i>Payable on the day or on receipt of the invoice related to your event.</i>	£	<b>Deposit (if applicable)</b>	£
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### 2.5 Premises - Which rooms are required?

<b>Main Hall and kitchen</b>		<b>The Village Green **</b>	
<b>Sydney Room</b>		<b>Storage of equipment</b>	

\*\* The village green is a public open space and although a hirer may use it, exclusive use cannot be granted.

### 2.6 Purpose / description of hiring

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<b>2.7</b>	Will tickets be sold for your event?	Yes / No	<b>2.10</b>	Will there be exhibition of a film?	Yes / No
<b>2.8</b>	Is food to be provided at the event?	Yes / No	<b>2.11</b>	Will live music be performed or recorded music played?	Yes / No
<b>2.9</b>	Is alcohol to be provided at the event?	Yes / No			

- 3.** You agree not to exceed the maximum permitted number of people per room including the organisers/performers unless with the agreement of the Parish Council.

<b>Room</b>	<b>Capacity</b>
Main Hall	100
Sydney Room	30

- 4.** The hall has a Performing Right Society (PRS) for the performance of copyright music. The hall does not have a 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 comply with all obligations therein. In certain circumstances the hirer may be required to apply for a Temporary Event Notice (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.

Signed by the person named at 2.1 above, duly authorised, on behalf of the Village Hall.

Signed by the person named at 2.2 above, duly authorised, on behalf of the organisation named at 2.2 above, where applicable.

**Please see overleaf for information on how to collect the keys and what you must do in the case of a fire.**



## Getting the Hall keys

If the Village Hall Manager cannot meet you on the day, the hall keys are stored:

- In the key box to the left of the front door. The code to open this box is available from the Village Hall Manager and is changed on a regular basis to maintain security. Please ensure the keys are returned to the key box at the end of the event. You will need to enter the code to open the key box and again to close it.

If for any reason keys have gone missing, they are also available

- From the Village Hall Manager at **The Gargoyles, The Street, Bury, RH20 1PF**. Unless an alternative has been agreed, they should be returned there after use.

## Paying for your hall hire

You will be invoiced on or just after your event. If you have given an e-mail address, this will come via a system called Wave.

**BACS payments** should be sent to Bury Parish Council, Sort Code: 60-01-18 / Account Number: 96063092. Please use the invoice number as your reference.

**Cheques** should be made out to **Bury Parish Council**, not to Bury Village Hall with booking details written on the back. They should be handed to the Village Hall Manager or left in the village hall white post box.

## **Bury Village Hall Fire Emergency Plan (Updated August 2022)**

All users of these premises need to know what to do in the event of a fire. The event organiser must read and be familiar with this information.

### **If you detect a fire you must:**

#### **Sound the alarm**

The village hall has smoke detectors that emit a continuous loud repetitive alarm.

A shouted warning should be given, ensuring all rooms are checked if safe to do so.

#### **As the event organiser you must:**

1. Take charge and lead the evacuation in a calm and orderly manner, if safe to do so ensuring all rooms including the toilets and store cupboards are clear. The escape routes are identified by signs above the doors.
2. Dial 999 and request assistance. The premises address and contact details are as follows:  
**Bury Village Hall, The Street, Bury, West Sussex, RH20 1PA**  
The Village Hall Manager is Judith Daykin Tel 01798 839174 / 07534 361700
3. Once rooms are checked, ensure all doors are closed on the way out.
4. Ensure nobody re-enters the building until it is confirmed safe to do so by the Fire Service.
5. Liaise with the Fire Service upon their arrival.

#### **The Fire assembly point is:**

- At the end of the Car Park.
  - If this is not safe a second assembly point is on the Village Green.
  - The Street must be kept clear for emergency vehicles.
6. If the emergency services are called, you must then inform the Village Hall Manager  
**Fire extinguishers are placed throughout the hall. Personal safety takes priority. If in doubt you should not attempt to extinguish the fire.**
  7. The location of key hazards and fire related equipment is shown on the plan by the main door of the Village Hall.