

**CORNWOOD VILLAGE HALL
(REGISTERED CHARITY NO. 271551)
HIRE AGREEMENT**

Two copies of this agreement are to be completed and signed, one to be retained by the hirer and to be returned to the booking address below at least 2 weeks prior to date of hire. Cancellation within this period may incur a charge. An account will be prepared after the booking and sent to you for prompt payment.

This AGREEMENT is made between the Trustee's of Cornwood Village Hall and the Hirer, whereby in consideration of the hire charges, the Trustees of Cornwood Village Hall agree to permit the Hirer to use the whole or part of the premises and/or equipment for the specified purposes and period as set out below.

Name of Hirer.....Organisation/Private.....

Address.....

.....

Postcode..... Tel No:.....

Premises/Facilities' to be hired: Main Hall, and/or/ Jubilee Room, Kitchen – delete as required

Offsite use of chairs, tables, equipment etc.

Purpose of hiring

Date(s).....

Function Start time.....am/pm Finish time.....am/pm

Access required from.....am/pm Hiring Free £ Per Hour.....

Special conditions: to include details of any License obtained by the Hirer, or use of the kitchen as described in the list of hire charges attached: -

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The Hirer agrees with the Trustees of Cornwood Village Hall to observe and perform the provisions and stipulation to or contained in the 'Standard Conditions of Hire' for the time being in force – see over- together with any special conditions as set out above.

Signed..... Hirer

Signed.....for Hall

Print Name.....

Print Name.....

Date.....

Date.....

Bookings: Preston de Mendonca

Tel: 07778 878817

Email: cornwood.villagehall@gmail.com

Key Holder: Preston de Mendonca

Tel: 07778 878817

CORNWOOD VILLAGE HALL STANDARD CONDITIONS OF HIRE

These Standard Conditions of Hire are the provisions and stipulations referred to in the Hire Agreement – See over – and together with the Special Conditions as set out overleaf confirms the booking and the terms of agreement for the Hirer to observe.

1. SUPERVISION

The Hirer, who must be over 21 years of age, will, during the period of the hiring, be responsible for the supervision of the premises, the fabric and the contents, and their care and safety from damage, however slight. The Hirer is also responsible for the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking and the avoidance of obstruction to the highway or nuisance to local householders. Any unforeseen incident, taking place during the hiring must be reported to the Chairman or the Secretary within 24 hours. Please see notice board in Hall for details.

2. SUB-HIRE

The Hirer shall not sub-hire, use the premises or allow the premises to be used for any unlawful purposes or in any unlawful way, nor do anything to bring into the premises anything which may endanger the same or the insurance Policies in respect thereof, nor allow the sale of alcoholic liquor thereon without a Temporary Event Notice – Licensing Act 2023

3. ALCOHOL SALES - TEMPORARY EVENT NOTICE (TEN) See Temporary Alcohol Licence document.

An application for a TEN must be made to the relevant authority at least 10 working days before the event if you want to SELL alcohol, together with the payment of the fee. Please indicate on your booking form if you are applying for this Licence.

4. COMPLIANCE WITH REGULATIONS

The Hirer shall comply with all the conditions and regulations made in respect of the premises by the fire authority, local authorities, the Police or otherwise in connection with any event which includes public dancing, music or other similar public entertainment or stage plays.

5. INDEMNITY

The Hirer shall indemnify the Cornwood Village Hall for the cost of repair and any damage done to any part of the premises including the curtilage thereof or the contents of the building which may occur during the period of the hiring or as a result of the hiring. Any Electrical Equipment brought in by the Hirer must be PAT Tested.

6. INSURANCE

Commercial activities are not covered by the Hall's Insurers. In these circumstances it will be the Hirer's responsibility to ensure that adequate insurance cover is arranged. This should be notified to the Committee at the time of booking.

7. PREMISES TO BE LEFT CLEAN AND TIDY CONDITION

At the end of the Hiring the Hirer is responsible for leaving the premises and surroundings in a clean and tidy condition. The floor should be swept, the toilets should be flushed, and taps turned off. No food to be left on the premises and all rubbish must be taken away by the Hirer. Please ensure that you bring your own rubbish bags or receptacles. The Hall Trustees reserve the right to make a charge for any additional cleaning required.

Please ensure all lights and heaters are turned off. If kitchen used, please ensure water heater and boiler are turned off

8. STAGE PLATFORM

The stage platform may be used only by prior arrangement with the Hall Management.

9. PREMISES LEFT UNFIT FOR SUBSEQUENT HIRING

In the event of the Hall or any part thereof being rendered unfit for the use for which it has been subsequently hired, the Hall Trustees shall not be liable for any loss or damage whatsoever.

10. TABLES/CHAIRS

The Hirer is responsible for the setting out of any tables and chairs and for stacking them away at the end of the hire. Chairs are not to be stacked more than four high.

11. SMOKING

Smoking is against the law in an enclosed public space, and therefore not permitted anywhere with the Hall. No Naked Flames to be used.

12. FAILURE TO COMPLY

In the event of the Conditions of Hire, and other instructions within the building not being complied with in their entirety the Hall Trustees may impose a penalty of £10.00 per day to cover such items as the heating, lighting or taps being left on when the bill is submitted. The Hall Trustees would also be unlikely to accept a further hiring from the person or Organisation concerned.