

Hiring Agreement for Individuals

PARTIES:	(1) Helmdon Community Foundation
	(2) The person named in clause 1.3 ("Hirer").

AGREED as follows:

1. In consideration of the fees set out in clause 1.4, Helmdon Community Foundation permits the Hirer to use the premises described in clauses 1.2 and 1.5 for the purpose described in clause 1.6 for the period(s) described in clause 1.1. The details inserted in sub-clauses 1.1 to 1.6 below and the conditions in clauses 2 to 7 are terms of this agreement.

1.1 Date(s) required.

First Date:

When stating times, please allow sufficient time for set up, clearing away and cleaning as necessary.

Opening Time:

Closing time:

Recurring dates (if applicable):

1.2 Helmdon Reading Room

Operated by Helmdon Community Foundation. Registered Charity No: 1192054

Authorised Representative: Booking Officer: Morag Underwood

Address: 20 Church Street, Helmdon, NN13 5QJ

Phone & email: 01295 768922 or 07887 841875 Helmdonrr@gmail.com

1.3 Hirer

(a) Name:

(b) Address:

(c) Contact telephone number and email:

1.4 Fees:

Hire Fee (per session): £

Any additional fee: £

Damage deposit (refundable): £

Total to be paid: £

The Hirer shall pay the fee in full at least one month prior to the booking commencement.

Please make cheques payable to Helmdon Community Foundation. Or pay by bank transfer as follows:

Bank Lloyds Bank plc; Sort code: 30-96-97 A/C No:60226060 A/C Name: Helmdon Community Foundation

Please pay the damage deposit by separate cheque or separate transfer and use your name and dates of booking as reference. Please provide details of the bank account for the refund of the deposit:

1.5 Rooms required (please tick box):

	Main Hall		Meeting Room		Kitchen
The maximum capacity of the building for fire safety is 98. This is a strict fire limit. How many people will attend your event?					

1.6 Full description of your event taking place in the Reading Room:

2. Will this be a public or private event?

If this event is for commercial or profit-making use (e.g. entry fee being charged) then the Hirer must provide their own Public liability Insurance

If the Hirer will be using a contractor to provide specialist services during the hire (eg disco, entertainer, caterer, hall decorator, bouncy castle etc) then the contractor must provide their own Public liability Insurance
Please provide names and details of contractors you intend to use:

3. The Reading Room has a Premises Licence authorising most regulated entertainment and licensable activities except the sale of alcohol. **Alcohol: If the Hirer intends to offer alcohol for sale then he/she must apply for a Temporary Event Notice from West Northants Council. A copy must be provided to the Booking officer.**

The Hall has a Music Licence (PPL/PRS) covering the performance of copyright music and non-commercial use of recorded music. When films are shown, the copyright fee for public exhibition must be paid to the film royalty owners. Please ask if assistance is needed.

4. The Hirer agrees to be present during the period of hire and will be responsible for:

- a) complying with the Terms of this Agreement
- b) ensuring they understand fire evacuation procedures and how to use fire equipment
- c) ensuring safeguarding policy and procedures are understood and followed. Please request a copy of the Reading Room's policy.
- d) ensuring that numbers do not exceed the permitted maximum

5. 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.

6. **It is agreed that the General terms and Conditions of Hire shall form part of the terms of this Hiring Agreement.**

7. The Hirer confirms that the Reading Room Terms and Conditions document and the Reading Room Guidelines for Hirers document have been read and that the Hirer fully understands his/her responsibilities, particularly in respect of fire safety, safeguarding and noise limitation.

Signed by:

Hirer:

Signed by the hirer, the person named at 1.3(a) above.

Reading Room:

Morag Underwood

Signed by the Booking Officer, for and on behalf of Helmdon Community Foundation

Dated:

2025

General Data Protection Regulations: Helmdon Reading Room uses personal data for the purposes of managing the hall, its bookings and finances and also for its fundraising activities and marketing events. Data may be retained for up to 7 years for accounts purposes. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the Reading Room secretary.