

Hiring Agreement FOR ORGANISATIONS

PARTIES:	(1) Helmdon Community Foundation (2) The person or organisation named in clause 1.3 (“Hirer”).
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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

If you need to cancel this date, **please** let us know in advance so we can re-let the hall.

When stating times, please allow sufficient time for set up, clearing away and cleaning as necessary. The hall **MUST** be left clean and tidy for the next user.

Opening Time:

Closing time:

Dates required:

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: 07887 841875 Helmdonrr@gmail.com

1.3 Hirer:

- (a) Named contact:
- (b) Organisation:
- (c) Address:
- (d) Organisation contact telephone number and email:
- (e) Email address for invoicing purposes

1.4 Fees:

Hire Fee (per session): £
Damage deposit (refundable): Nil

The Hirer will be invoiced prior to the event and payment MUST be received prior to the event. Please pay promptly.

Please 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 use your organisation name as reference.

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.			

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

X

2. If this event is commercial or profit-making (e.g. entry fee being charged or retail use) **then the Hirer must provide their own Public liability Insurance. A copy of the insurance certificate must be provided.**

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.**

a). It is understood that no food or food containers will be left on the premises. The Reading Room cannot provide storage space.

b) The maximum number of people attending at any one time will be 100. You must make arrangements to keep numbers under control. No smoking is allowed in or around the building.

c) If food (other than cake /biscuits) is to be made on the premises, additional hygiene conditions may be attached to the booking.

d) For special events (such as fundraising events) being held or hosted by the hiring group, a separate booking form and fee will be required.

3. The Reading Room has a Premises Licence authorising most regulated entertainment and licensable activities except the sale of alcohol.. Where the Hirer intends to **sell** alcohol profitably, he/she must apply for a Temporary Event Notice from West Northants Council. A copy of the notice must be provided to the Booking Officer

The Hall has a joint Performing Rights Society (PRS) and Phonographic Performance Licence (PPL) covering the performance of copyright music and the public, 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 for assistance if required.

4. The Hirer agrees to appoint a Responsible Person who will be present during the period of hire. The Responsible Person is 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 their safeguarding policy and procedures are understood and followed. Where no safeguarding policy is in place then your group must use the policy provided by the Reading Room and undertake to implement it. Please ask for a copy.

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 hereby 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 documents have been read and that the Hirer fully understands their responsibilities, particularly in respect of safeguarding, fire safety and noise limitation.

Signed by Hirer :

Signed by the hirer, the person named at 1.3(a) above and duly authorised, on behalf of the organisation named at 1.3(b) above.

Signed by Reading Room:

Monag Underwood

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

Dated: 2025