



## Shropham Village Hall Hiring Agreement

### Details of Hire:

Dates of Hire	
Hours of Hire	
Number of Expected Guests	

### Village Hall Details:

Registered Charity Number	304062
Authorised Representative	Bookings Secretary
Address	Shropham Village Hall, Rocklands Road, Shropham, Attleborough, Norfolk, NR171DU

### Hirer Details:

Name	
Organisation	
Address	
Contact Telephone Number	
Contact Email Address	
Hirer's bank details to be able to return deposit after booking	Name: Bank: Sort Code: Account:

The Hirer shall pay the £100 deposit and FULL cost of the booking within no less than 7 days of the provisional booking.

The deposit will be refunded within 14 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents nor complaints made to the Village Hall about noise or other disturbance during the period of the hiring as a result of the hiring.

### Purpose and description of hiring:

Commercial Use?	Yes / No
Will you require access to the Kitchen	Yes / No (You will be billed for the full hours of your booking)
Will the Bar be required?	Yes / No If so for what hours?
Storage of Equipment Required?	
Will this be a private or public event?	Private / Public
Will you require chair covers and sashes @ £1 per set?	
Will you require wine glass hire ? 10p each / £20 deposit / breakages £1 each	

The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities. Please confirm which licensable activities will take place at your event:

Activity	Indicate activities to take place at your event
a. The performance of plays	
b. The exhibition of films	
c. Indoor sporting events	
e. The performance of live music	
f. The playing of recorded music	
g. The performance of dance	
h. Entertainments similar to those in a – g	
i. Making music	
j. Dancing	
k. Entertainment like those in i – j – please specify	
m. The sale of alcohol through Sayers Bar	

Where a licensable event is to be held for which the premises, or that part of the premises, are not licensed the hirer shall be responsible for obtaining such authorisation as may be needed. The hall does have a licence with the Performing Rights Society for the performance of copyright music.

In order to hold a licensable activity not covered by the Village Hall’s Premises Licence a Temporary Event Notice (TEN) will need to be given to the licensing authority.

The Hirer shall obtain the written consent of the management committee on the form provided for this purpose before giving the licensing authority a TEN. Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENs which can be granted annually for any premises. Lack of co-operation could affect future fundraising by the hall management committee and local voluntary organisations.

The Hirer (or their authorised representative, if appropriate) agrees to be on the Village Hall premises at all times during the hiring.

1. **It is hereby agreed that the Standard Conditions of Hire together with any Special Conditions of Hire shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Village Hall and the Hirer.**
2. **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.**
3. **Norfolk Police: Shropham Village Hall works with Norfolk Constabulary sharing information on our Bookings in order to prevent crime and disorder. This information has been brought to my attention on booking the hall and by placing my booking I acknowledge that I am aware.**
4. **By signing this agreement I acknowledge that I have read and agree to comply fully with the Hire Agreement and all Terms, Conditions and Polices that can be found on the Shropham Village Hall Bookings Website.**

Signature of the Hirer: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_