ULLENHALL VILLAGE HALL HIRING AGREEMENT

DATED: 22 March 2026

PARTIES:

(1) The Ullenhall Village Hall acting by its management committee.

(2) ……..

AGREED as follows:

1. Throughout this Agreement:

   1.1. the Ullenhall Village Hall is referred to as "we"; "our" is to be construed accordingly and "we" and "us" mean and include the Village Hall's charity trustees, employees, volunteers, agents and invitees;

   1.2. the person or organisation named in clause 2.3 is referred to as "you"; and "your" is to be construed accordingly; "you" also includes the members of your management committee (if appropriate), your employees, volunteers, agents and invitees

   1.3. where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Booking Secretary or, if the Booking Secretary is not available, any of our management committee or charity trustees.

2. In consideration of the hire fee described in clause 2.12, we agree to permit you to use the premises described in clause 2.4 for the purpose described in clause 2.5 for the period(s) described in clause 2.1. The details inserted in sub-clauses 2.1 to 2.5 below and the answers to the questions in sub-clauses 2.6 to 2.12 are terms of this Agreement. This Agreement includes the annexed Standard Conditions of Hire and health & Safety Policy.

2.1. Period of hire:

2.1.1.	Date(s) required:	DD Month 2026
2.1.2.	Time required (Hours): ?	From ??.00 To ??.00

2.2. Ullenhall Village Hall

2.2.1.	Registered Charity No	523001
2.2.2.	Booking Secretary	Lawrence Dooley
2.2.3.	Address	Inarden, Henley Road, Ullenhall, B95 5NW
2.2.4.	Telephone Number	01564 702239 / 07860 847095
2.2.5.	Email	lcdooley@btinternet.com
2.2.6.	**BACS Payment:**	Ullenhall Village Hall; a/c 02013372; sort 30-98-26

2.3. Hirer:

2.3.1.	Name	……
2.3.2.	Organisation	……
2.3.3.	Authorised Representative	……
2.3.4.	Address	……
2.3.5.	Contact Telephone Number	……

2.3.6. Email ……..

2.3.7. Bank account name: …….. Sort code: ..-..-.. Account number: ……..
(to return security deposit)

2.4. Room required:

2.4.1. Main Hall	Yes / No	
2.4.2. Committee Room	Yes / No	
2.5. Purpose/description of hiring	……..	
2.6. Number of people expected to attend	……..	
2.7. Will tickets be sold for your event?	Yes / No	
2.8. Is food to be provided at the event?	Yes / No	
2.9. Is alcohol to be provided at the event?	Yes / No	
2.10. Is alcohol to be sold at the event?	Yes / No	If yes, you need a license (see 7.3)
2.11. Will there be exhibition of a film?	Yes / No	
2.12. Will live music be performed?	Yes / No	
2.13. Will recorded music be played?	Yes / No	

2.14. Hire Fee

2.14.1. Hire Fee (payable in advance)	£TBC
2.14.2. Hire Fee Deposit (payable with booking)	£0
2.14.3. Security Deposit (payable in advance to secure the booking)	£100

3. You must pay us the total hire fee for the hire of the premises and the security deposit on receipt of the invoice. When paying by BACS, please use the relevant invoice number(s) as your payment reference. Payment should be made on receipt of our invoice.
4. We will refund the Security Deposit within 28 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 us about noise or other disturbance during the period of the hiring as a result of the hiring.
5. You agree not to exceed the maximum permitted number of people per room, including the organisers and performers, as set out in the Premises Licence.
6. The hall does not have a licence with the Performing Right Society (PRS) for the performance of copyright music from Phonographic Performance Licence (PPL).
7. Premises Licence:
   7.1. We have a Premises Licence authorising regulated entertainment only. You hereby acknowledge receipt of a copy of the conditions of the Premises Licence in accordance with which the hiring must be undertaken and agree to apply with all obligations therein.
   7.2. You agree that if regulated entertainment, not covered by our Premises Licence, is to be held you must obtain our consent to give notice of a TEN to the licensing authority. We will advise if a TEN is not needed.
   7.3. You agree to give us notice of your intention to provide alcohol at the event and to give notice of a TEN to the licensing authority (Stratford-Upon-Avon District Council).
   7.4. If you fail to comply with 7.1 or 7.2 above, we reserve the right to cancel the hiring without compensation. This is because there is a limit on the number of TENs that can be granted

annually for any premises. Lack of co-operation could affect future fundraising by us and by local voluntary organisations.

8. You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.
9. We and you hereby agree that the Standard Conditions of Hire (see below), together with any additional conditions imposed under the Premises Licence and the Health & Safety Policy, or that we deem necessary, form part of the terms of this Agreement, unless we and you agree in writing.
10. 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.

11. Signed by the person named at 2.2.2 above, duly authorised, on behalf of the Village Hall.

……

…….. 2026

12. Signed by the person named at 2.3.1 above or at 2.3.3 above, duly authorised, on behalf of the organisation named at 2.3.2 above, where applicable.

NAME: ……..

DATE: ……..

STANDARD CONDITIONS OF HIRE

If you are in any doubt as to the meaning of any of the Conditions, you must seek clarification from us without delay.

1. Age

You, not being a person under 18 years of age, hereby accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.

2. Supervision

During the period of the hiring, you are responsible for:

a) supervision of the premises, the fabric and the contents;
b) care of the premises, safety from damage however slight or change of any sort; and
c) the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

As directed by us, you must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

3. Use of premises

You must not use the premises (including the car park) for any purpose other than that described in the Agreement and must not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises nor allow the consumption of alcohol without our written permission.

Arrangements for access to the Village Hall will be made shortly before your hire. Please contact the Booking Secretary a few days before the event.

You must ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period.

All functions must end promptly by midnight to comply with the Premises Licence.

Guests are expected to vacate the premises within fifteen minutes of the end of a hire period. After midnight (unless the event is New Year's Eve) only those helping to clear up the Village Hall should be on the premises. Failure to comply with this will result in forfeiture of your deposit.

You must ask your guests to leave quietly at the close of your event so as to minimise any disturbance for local residents.

You must not use Blu-Tack or tape on the walls. If you need to put up notices or decorations you must affix them with drawing pins to the underside of the battens on the walls. You must not fix decorations near light fittings or heaters.

4. Use of the car park

You may use the Village Hall car park for parking cars and motorcycles. The car park will accommodate a good number of cars if they are parked sensibly. You must not use the car park for any other type of vehicle without our prior written consent.

You must not obstruct the public road in front of the Village Hall.

Vehicles are not allowed on the grassed area or the Charity Field.

5. Use of the children's playground and the adjacent Charity Field

The children's playground and the adjacent Charity Field are village facilities and may be used by villagers at any time. You may use these facilities provided they are not required for any other event. You must show due consideration for anyone else using these facilities.

6. Use of the tennis courts

You are not permitted to use the tennis courts unless a separate hiring agreement has been made for their use. If you wish to hire the tennis courts please speak to the Booking Secretary.

7. Insurance

1) You are liable for:
   a) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including its curtilage or its contents,
   b) the cost of repair of any damage (including accidental and malicious damage) done to our WiFi service,
   c) all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment) and your use of our WiFi service, and
   d) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of our WiFi service,
2) and subject to sub-clause 3) you must indemnify us against such liabilities.
3) We will take out adequate insurance to insure the liabilities described in sub-clauses 1)a) and 1)b) above and may, in our discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses 1)c) and 1)d) above.
4) We will claim on our insurance for any liability you incur but you must indemnify us against:
   i) any insurance excess incurred and

ii) the difference between the amount of the liability and the monies we receive under the insurance policy.

5) Where we do not insure the liabilities described in sub-clauses 1)c) and 1)d) above, you must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to our Booking Secretary. If you fail to produce such policy and evidence of cover, we will cancel this Agreement and re-hire the premises to another hirer.

8. Limitation of liability

Notwithstanding any provision of this Agreement to the contrary, our liability for all claims arising under or in connection with this Agreement, whether in contract, tort (including negligence), or otherwise, shall not exceed the amount of £1,000,000. We will not be liable for any indirect or consequential loss or damage (including, but not limited to, loss of profit, revenue or goodwill) arising in connection with this Agreement.

Neither party excludes or restricts its liability for fraud or fraudulent misrepresentation or for death or personal injury arising from its negligence.

9. Gaming, betting and lotteries

You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

10. Music copyright licence

You must ensure that you hold relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL)

11. Film

You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licences for film. This Agreement confers the required permission on you. (The Deregulation Act 2015 requires you to have our written permission to show a film).

12. Safeguarding children, young people and vulnerable adults

You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS).

13. Public safety compliance

You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment or otherwise, particularly in

connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

You must also comply with our Health and Safety Policy.

You must call the Fire Service to any outbreak of fire, however slight, and give details to the Booking Secretary. The Hall has no telephone. You must ensure that you have a mobile in good working order with you in case of the need to contact the emergency services.

You acknowledge that you have received instruction in the following matters:

i) The action to be taken in event of fire. This includes calling the Fire Service and evacuating the hall.
ii) The location and use of fire equipment.
iii) Escape routes and the need to keep them clear.
iv) Method of operation of escape door fastenings.
v) Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
vi) Location of the first aid box.

In advance of any activity, whether regulated entertainment or not, you must check the following items:

i) That all fire exits are unlocked are in good working order.
ii) That all escape routes are free of obstruction and can be safely used for instant, free public exit.
iii) That any fire doors are not wedged open.
iv) That exit signs are illuminated.
v) That there are no fire-hazards on the premises.

14. Bouncy castles and similar equipment

You must obtain permission from the Booking Secretary when the booking is made if a bouncy castle or similar is to be used. You must ensure that you either hire the equipment with a supervisor, who will have their own insurance, or you have your own insurance in place for the supervision. We accept no liability for any damage to the equipment or for any accidents.

15. Noise

You must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. You must, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

16. Drunk and disorderly behaviour and supply of illegal drugs

You must ensure that in order to avoid disturbing neighbours of the Village Hall and to reduce the risk of violent or criminal behaviour:

i) no one attending the event consumes excessive amounts of alcohol
ii) no illegal drugs are brought onto the premises.

Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. We will ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.

17. Food, health and hygiene

You must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator but not a thermometer.

18. Electrical appliance safety

You must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided you must make use of it in the interests of public safety.

19. Heating

The Village Hall heating is on a coin operated meter. The cost of which is not covered by the Hiring Fee. You should ensure that you have sufficient one and two pound coins to provide any heating that you require.

You must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent. You must not use portable liquefied propane gas (LPG) heating appliances.

20. Stored equipment

We accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or we will charge fees each day or part of a day at the hire fee per hiring until the same is removed.

We may, in our discretion, dispose of any items referred to below by sale or otherwise on such terms and conditions as we think fit, and charge you any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:

i) your failure either to pay any charges in respect of stored equipment due and payable or to remove the same within seven days after the agreed storage period has ended
ii) your failure to dispose of any property brought on to the premises for the purposes of the hiring.

21. Smoking and vaping

Smoking and vaping are not allowed anywhere in the Village Hall. You must ensure that anyone wishing to smoke or vape does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We will ask any person who breaches this provision to leave the premises.

22. Accidents and dangerous occurrences

You must report to us as soon as possible any failure of our equipment or equipment brought in by you.

You must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our accident book.

You must report certain types of accident or injury on a special form to the Incident Contact Centre. Our Booking Secretary will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

23. Explosives and flammable substances

You must ensure that:

i) Highly flammable substances are not brought into, or used in any part of the premises.
ii) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without our consent.

24. Animals

You must ensure that guide dogs, hearing dogs and assistance dog owners are allowed on the premises.

You must ensure that no other animals, including birds, are brought into the premises, other than for a special event agreed to by us.

No animals whatsoever are to enter the kitchen at any time.

25. Fly posting

You must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and must indemnify and keep us indemnified accordingly against all actions, claims and proceedings arising from any breach of this condition. If you fail to observe this condition you may be prosecuted by the local authority.

26. Sale of goods

You must, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, you must ensure that the total prices of all goods and services are prominently displayed, as must be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

27. Availability of WiFi Services

We offer a basic WiFi service. We make no promise that the WiFi service will meet your requirements. We cannot guarantee that our WiFi service will be fault-free or accessible at all times. If a WiFi service is important to your event you must make your own assessment of its adequacy for your purpose.

It is your responsibility to ensure that any WiFi enabled device used by you is compatible with our WiFi service and is switched on. The availability and performance of our WiFi service is subject to all memory, storage and any other limitations in your device. Our WiFi service is only available to your device when it is within the operating range of the main hall.

We are not responsible for data, messages, or pages that you may lose or that become misdirected because of the interruptions or performance issues with our WiFi service or wireless communications networks generally. We may impose usage, or service limits, suspend service, or block certain kinds of usage in our sole discretion, to protect other users of our WiFi service. Network speed is no indication of the speed at which your WiFi enabled device or our WiFi service sends or receives data. Actual network speed will vary based on configuration, compression and network congestion.

When using the WiFi service the Hirer agrees at all times to be bound by the following provisions:

i) not to use the WiFi service for any for the following purposes:
   (1) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;
   (2) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civilliability or otherwise breaches any applicable laws, regulations or code of practice;
   (3) interfering with any other persons use or enjoyment of the WiFi service; and
   (4) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner
ii) to keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.

28. Privacy and Data Protection

We may process all information about you which is provided in accordance with your legal rights under the data protection legislation.

29. Cancellation

If you wish to cancel the booking before the date of the event and we are unable to conclude a replacement booking, we may, in our complete discretion, return the deposit or require payment of the hire fee.

We reserve the right to cancel this Agreement by giving you written notice in the event of:

i) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;
ii) our reasonably considering that
    (1) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or
    (2) unlawful or unsuitable activities will take place at the premises as a result of this hiring;
iii) the premises becoming unfit for your intended use;
iv) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case you will be entitled to a refund of any deposit already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

30. End of hire

You are responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured, unless directed otherwise, and any contents temporarily removed from their usual positions properly replaced, otherwise we may make an additional charge which may be deducted from the Security Deposit.

31. No alterations

You must not make any alterations or additions to the premises, nor install or attach any fixtures or placards, decorations or other articles in any way to any part of the premises without our prior written approval. In our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless you remove them and you must make good to our satisfaction any damage you cause to the premises by such removal.

32. No rights

This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.