



VICTORIA HALL MANAGEMENT COMMITTEE
Registered Charity No. 1114198

HIRING AGREEMENT

THE FACILITIES

The Victoria Hall Main hall, stage and gallery. Maximum seated capacity 120 people. With tables & chairs 80 people.

The Elizabeth Hall Maximum seated capacity 50 people. With tables & chairs 30 people.

Each hall has a kitchen.

Sessions	Mornings	9am – 12.30pm
	Afternoons	1.00pm – 5.30pm
	Evenings	6.00pm. – 11.59pm.

All evening events are to end by 11.59 pm and on Sundays by 10.30 pm

THE CHARGES

See hall hire rates 2022

Block bookings: may be available at a reduced rate. Please ask the Management Committee – contact details below

Cancellation charges: four weeks or less warning – 50% of full charge will be made.

Surcharges

- **Heating:** not switched off by the hirer at end of hiring - £20.00
- **Rubbish:** not removed - £3.00 per bag.
- **Loss of keys:** £40

CONDITIONS OF HIRE

Supervision. The hirer must be over 18 years of age and shall appoint a person over 18 years of age to be present throughout the hire period to be responsible for the supervision of the event, the behaviour of all persons using the premises during the hire and the protection of the building and its contents. Persons on duty must have an evacuation plan and be familiar

with the emergency exits and fire-fighting equipment. In the event of fire, the Fire Brigade is to be called and the Management Committee immediately informed.

Licencing. The hirer must comply with all relevant regulations made by the Local Authority, Local Magistrates Court or otherwise, particularly with an event including dancing or music or similar public entertainment. The hirer must not sub-hire or allow the premises to be used for any unlawful purpose. A copy of the Premises Licence Summary is on display in the hall.

Sale of alcohol. A Temporary Events Notice (Licence) must be obtained by the Hirer from Wiltshire Council if alcohol is to be sold. The licence must be on display during the hiring.

Fire safety. The hirer must comply with the Fire Regulations. Heating appliances and highly flammable substances must not be brought into or used on the premises. No decorations of a combustible nature are to be used.

Exit doors. All exit doors must be kept free from obstruction at all times.

Health and Safety. The hirer must comply with current legislation. Any accident/incident must be immediately recorded in the Accident Book kept in the kitchen and reported to the Management Committee.

Food Safety and Hygiene. The hirer is solely responsible for food safety whether food is provided by volunteers or professional caterers. The hirer must comply with Hygiene Regulations and provide tea towels for kitchen use.

Noise. Hirers should remember that the halls are in the village centre and ensure that there is no excessive noise or undue disturbance. (Note closing times above.)

Damage. Hirers should report any incidents, damage, complaints or suggestions to the Management Committee. The hirer must indemnify the Committee for the cost of repair of any damage done to any part of the premises including the contents which may occur during the period of hiring.

Clearing up. Users should ensure that at the end of their event the Halls are left in a clean and tidy condition. Chairs and tables should be returned to store, and the kitchens and lavatories left as found. Cleaning equipment is available in the kitchen. All rubbish must be removed (See the Surcharge section above).

Keys. The halls must be left secure. All keys must be returned promptly either to the key box or the Management Committee.

Disclaimer. If the Management Committee is obliged to cancel a booking any payment made by the hirer will be returned but the Management Committee shall not be liable to the hirer for any loss or damage.

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BOOKING REGISTRATION

Bookings may be made:

- on line using the NewVic@Tisbury website: www.newvictisbury.com
- or by phone to the bookings secretary 0300 302 3090
- or by email to newvictisbury@gmail.com

All bookings will only take effect when confirmed by the Bookings Secretary.

Please complete in block capitals

VICTORIA HALL / ELIZABETH HALL (delete not required)

DATE..... TIME.....

ORGANISATION

EVENT

HIRER'S NAME

EMAIL ADDRESS

PHONE NUMBER

LICENCED BAR – Are you seeking permission to sell alcohol? YES /NO

I have read, understand and agree to the Terms and Conditions set out in this Hiring Agreement

Signed by the Hirer Date.....

Signed on behalf of the Committee Date.....

An invoice will be sent for PAYMENT to Victoria Hall Management Committee

- Online banking Sort Code **30 97 41** Account No. **00840818**
- Or by cheque made payable to Victoria Hall Management Committee and sent to the Treasurer, Richard Beattie, Gaston Manor, High Street Tisbury, SP3 6LD