

COLN VALLEY VILLAGE HALL

HIRING AGREEMENT

In signing this Hiring Agreement you are also agreeing to the Standard Conditions of Hire (which are available on the Village Hall's website).

Dates(s) and time(s) of Hire (including setup & cleanup times):

Nature of event:

Hirer:

Name:

Organisation (if any):

Address:

Contact Telephone Numbers:

Contact Email:

Hall Hire Fee (£):

Please see the Hall's website for applicable rates. The Hirer shall pay as a Booking Deposit (on signing this Agreement) at least 50% of the Hall Hire Fee. Bookings must be paid for in full at least 21 days in advance, and are not confirmed until full payment is received. Bookings made within 21 days of the event must be paid for in full at the time of making the booking.

Booking Deposit (£):

Balance (£):

Damages Deposit (if any) (£):

The Damages Deposit will be refunded within 28 days of the 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 Hire.

Bank details: The Coln Valley Village Hall; 208461; 23939359

Licensing:

The Village Hall has a Premises Licence for the following activities; please indicate which (if any) Licensable Activities will take place at your event:

| Licensable Activities – INDOOR ONLY | Times for which the activity is licensed | Indicate activities to take place at your event |
|--|---|--|
| Supply BY RETAIL of alcohol (ON premises only) | 0800 – 2330 every day | |
| Performances of dance | 0800 – 0000 every day | |
| Films | 0800 – 0000 every day | |
| Similar live recorded music and dance | 0800 – 2330 every day | |
| Indoor sporting events | 0800 – 0000 every day | |
| Live music | 0800 – 2330 every day | |
| Recorded music | 0800 – 2330 every day | |
| Plays | 0800 – 0000 every day | |
| Opening hours generally | 0800 – 0000 every day | |

Note: the Committee reserve the right to impose an earlier closing hour than 0000 if felt appropriate, and also to impose earlier finishing times on any of the Licensable Activities. **THE HIRER MUST UNDERTAKE TO VACATE THE HALL AND GROUNDS BY 0000 IN ORDER TO COMPLY WITH THE PREMISES LICENCE.**

If you the Hirer have indicated that alcohol will be sold at your event then you will comply with the appropriate Parts of the Hall's Standard Conditions of Hire.

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 BY THE HIRER to the licensing authority. The Hirer shall obtain the written consent of the Management Committee before giving the licensing authority a TEN.

Parking: The Hirer agrees to be responsible for parking and traffic arrangements. Excess noise, congestion and damage to verges arising from an event may result in all or part of a Damages Deposit being retained by the Hall after an event.

Deep fat frying is not allowed anywhere in the Hall.

Stiletto heels with a sharp or damaged heel can cause damage to the floor in the Hall; please ask anyone wearing stiletto heels at the event to ensure that no damage is caused.

The Hirer agrees with the Village Hall to be present (by its authorised representative, if appropriate) during the Hire and to comply fully with the Standard Conditions of Hire.

Please see the Hall's website for its **Data Protection Policy and Procedures.**

Signed and dated on behalf of the Village Hall's Management Committee:

Signed and dated by the Hirer