

BADWELL ASH VILLAGE HALL – HIRE AGREEMENT

OCCASIONAL HIRE

PARTIES:

- 1) a) Full Name of Hirer..... (“The Hirer”)
- b) Organisation (If any):
- c) Authorised representative:
- d) Contact Address:
..... Post Code:

Please provide proof of Name and Address e.g.. Driving Licence / Utility Bill / Bank Statement

Contact numbers:

Landline Mobile

Bank Details for Return of Deposit:

Sort Code.....

Account Number.....

Account Name.....

For Hire Contact:

Janet De Vries (Booking Secretary)

Address: Donard
Back Lane
Badwell Ash
Suffolk, IP31 3DW

Telephone No: 01359 258393

Email: janetdevries35@gmail.com

Secondary Contact:

Caroline Morris

Address: Donard
Back Lane
Badwell Ash
Suffolk, IP31 3DW

Telephone No: 01359 258281

Email: cdv_11@hotmail.com

1. AGREEMENT

In consideration of the hire fee described in clause 1.4 the Village Hall agrees to permit the Hirer use of the premises described in clause 1.2 for the purpose described in clause 1.3 for the period(s) described in clause 1.1. The details inserted in sub-clauses 1.1 to 1.5 below and clauses 2-6 are Terms of the Agreement. This Hiring Agreement includes the annexed

Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

1.1 DATE REQUIRED:

Hire: Date Day of the week

Time Required (hours) From To Total Hours

(NB The requested hours of hiring should provide time for setting up before the event and returning the village hall after the event to the condition found on arrival. This would include (inter alia) sweeping and/or mopping floors as required).

1.2 PREMISES REQUIREMENT

a) Main Hall: (Y/N) Small Hall: (Y/N)

NB. Chairs, tables and all other equipment should be returned to the original storage areas. Storage of Hirer's Equipment or belongings is permissible by arrangement at Hirer's risk.

1.3 PURPOSE

Use of Hiring (description of the event to be held):

.....
.....
.

Will this be a public / private event?

.....

1.4 HIRE FEE

a) Price per hour: £15 per hour for hire of main hall, kitchen inclusive.
£12 per hour for small hall only.

Fee Payable:hours @ £..... = £.....

The Hire fee is payable 7 days in advance of the booking date by bank transfer to:

Lloyds Bank plc: Sort Code 30-91-49

Account Number: 02625313

Account Name: Badwell Ash Village Hall

1.5 DEPOSIT

Booking Deposit

Standard Events - £50

Evening Social Events - £100

The Hire Booking date will only be confirmed once the Booking deposit has been received for the hire. The deposit should be paid by Bank transfer as detailed in Clause 1.3 above.

NB.

- a) The Booking Deposit is non-refundable if the Hirer withdraws from the contract less than 72 hrs prior to the agreed hire period.
- b) The Hirer shall forfeit the Booking Deposit if the premises are not left in a clean and presentable condition.
- c) The Booking Deposit will be forfeited if keys are not returned within 48 hrs (unless otherwise agreed) have been lost or broken or need replacement.
- d) The Booking Deposit will be forfeited should there be any damage or breakages to the equipment, kitchen or the premises.
- e) For evening events - The Booking Deposit will be forfeited should there be any breach of Licence conditions as specified in the Personal Undertaking which the Hirer is required to sign.
- e) The return of any applicable Booking Deposit will be made as soon as practicable after the date of hire subject to notes a) to e) above.

2. LICENSING

2.1 The Village Hall has an Entertainment Licence authorising regulated entertainment and licensable activities during the times indicated on the licence. Please confirm which licensable activities will take place at your event:

The playing of music (Live or Recorded) or other entertainment – Y/N.....
 Please specify.....

The serving of alcohol (whether with or without charge to guests) – Y/N.....
 Unless the Hirer or event caterers have a personal alcohol Licence, the Hirer will be required to obtain a Temporary Event Notice from Mid-Suffolk District Council covering the serving of alcohol at the event. A copy must be provided to the Booking Secretary before the event.

IMPORTANT NOTE:

For evening events The Hirer will be requested to sign a personal undertaking of compliance with Licence requirements on collection of keys to the premises before the event. A copy of this Personal Undertaking will be provided to the Hirer or Authorised Representative at the time of booking.

For Evening Events:

Alcohol must stop being served promptly at 23.00 hrs.

All music and other entertainment must cease promptly at 23.30 hours.

The Premises must be vacated by all guests and organisers no later than 24.00 hours.

Arrangements (if feasible due to other hall bookings) can be made at the time of booking for 2 hours clearing up time (without charge) to be allowed the morning following an evening social event.

2.2 MAXIMUM ATTENDEES

The Hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers.

	MAIN HALL	SMALL HALL
Seated at tables	90	50
Mixed occupancy (tables & dancing area)	120	75
Dancing	240	110
Closed seated audience	150	100

2.3 SOUND LEVELS

Sound Levels from music events should not cause a nuisance to neighbours and local residents. Please take this into consideration especially if playing music and windows or doors are required to be open for comfort reasons.

3. OTHER CONDITIONS It is hereby agreed that the Standard Conditions of Hire together with any additional conditions imposed under the Premises License (*See clause 2.3*) or that the Village Hall Management Committee deem necessary shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Village Hall Management Committee and the Hirer.

4. CONTRACT RIGHTS

None of the provisions of the 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.**

5. CANCELLATION

Due to unforeseen circumstances, acts of nature or the activities of emergency services (fire, police, ambulance, government agencies etc) the Badwell Ash Village Hall Committee

cannot be held responsible for the cancellation of the Agreement with or without prior notice.

As Witness the hands of the parties hereto:

Signed by The HIRER, duly authorised, (where applicable) on behalf of the organisation named at the head of this Agreement

.....
.

Signed on behalf of the Badwell Ash Village Hall's Management Committee (duly authorised)

.....
.

Please Note that signatures do not need to be witnessed.

Date.....

...

**Please make a note in the Maintenance Book (kept in the Kitchen) if you find anything broken or repair issues.*

**Please make a note of any breakages or damage incurred in the Maintenance Book.*

(Agreement Revised August 2023)