



## HIRE AGREEMENT

### 1. THE PARTIES

#### a) "The Hirer" (also referred to as "the responsible person")

FULL NAME.....

ORGANISATION (If any) .....

CONTACT ADDRESS & POSTCODE.....

.....

CONTACT PHONE NUMBER.....

CONTACT E-MAIL.....

BANK DETAILS – FOR RETURN OF DEPOSIT

SORT CODE.....

ACCOUNT NUMBER.....

ACCOUNT NAME.....

#### b) "The Village Hall" – Badwell Ash Village Hall – Registered Charity No 279997.

Booking Secretary – Janet de Vries

Telephone: 01359-258393 or 07738 706900

E-Mail: janetdevries35@gmail.com

### 2. TERMS OF HIRE

In consideration of the hire fee described in clause 2.1 the Village Hall agrees to permit the Hirer use of the premises described in Clause 2.2 for the purpose described in Clause 2.3 for the period described in Clause 2.4. The details included in all clauses of the Agreement and the appendices attached are Terms of The Agreement.

#### 2.1 HIRE FEE & BOOKING DEPOSIT

**Hire Fees: Main Hall - £15 per hour. Small Hall - £12 per hour.**

**Booking Deposit: Daytime Events and Evening Meetings - £50.**

**Evening Social Events - £100.**

The Deposit is required to be paid at the time of booking to secure the booking. The Hire Fee is required to be paid a minimum of 7 days before the date of the event. All payments to be made by bank transfer to:

**Lloyds Bank plc – Sort Code 30-91-49**

**Account Number: 02625313**

**Account Name: Badwell Ash Village Hall**

**Reference: Surname and event date.**

***NB. Terms of Booking Deposit;***

- a) The Booking Deposit is non-refundable if the Hirer withdraws from the Agreement less than 72 hours 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 hours (unless otherwise agreed) or if keys have been lost or broken and are in need of replacement.*
- d) The Booking Deposit will be forfeited should there be any breakages to equipment or damage to the premises. Please make a note in the Maintenance Book if there are any breakages or repair needs identified.*
- 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.*
- f) The return of any applicable Booking Deposit will be made as soon as practicable after the date of hire subject to the aforementioned notes.*

**2.2 PREMISES TO BE HIRED:**

**Main Hall: (Y/N)..... Small Hall: (Y/N).....**

*NB. All chairs, tables and any other equipment should be returned to their original storage areas after the event. Storage of Hirer's equipment or belongings is permissible by arrangement but at Hirer's risk.*

**2.3. NATURE OF EVENT**

Description of the event to be held (e.g. children's party, anniversary party etc)

.....'  
.....

Is this a public event? (Y/N)..... Is this a private event? (Y/N).....

## 2.4 PERIOD OF BOOKING & FEE CALCULATION

Date..... Day of the week.....

Time required (Hours) From..... to .....

*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 of floors as required.*

Fee Payable: ..... hours @ £..... per hour = £.....

## 3. COMPLIANCE WITH LICENSING

3.1 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).....**

**Serving or consumption of alcohol (whether with or without charge (Y/N).....**

*NB – Unless the Hirer or event caterer has a personal alcohol licence, the Hirer will be required to obtain a Temporary Event Notice (Cost £21) 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. Apply online [midsuffolk.gov.uk](http://midsuffolk.gov.uk) – search Temporary Event Notice.*

### Important Note

For evening social events the Hirer will be required to sign before the event a Personal Undertaking of compliance with licence requirements. A copy of this Personal Undertaking will be provided to the Hirer at the time of booking.

### For evening events:

- a) Alcohol must stop being served promptly at 23.00 hrs latest.
- b) All music and other entertainment must cease no later than 23.30 hrs.
- c) The premises must be vacated by all guests and organisers no later than 24.00 hrs. 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.

### 3.2 MAXIMUM ATTENDEES

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

	MAIN HALL	SMALL HALL
Seated at tables	100	50
Tables & Dancing	80	40
Dancing	120	60
Theatre Style Seating	120	60

### 3.3 SOUND LEVELS

Sound levels from social 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.

#### 4. CCTV

For security and safety reasons, the premises are covered inside and outside by CCTV. The system has been registered with the Information Commissioner's Office and is strictly regulated by procedures adopted by the Village Hall trustees. Access to recordings is strictly limited and for required analysis only. The primary reason for the installation of CCTV is as a deterrent to malfeasance. A copy of the CCTV policy is displayed on the hall noticeboard.

#### 5. HEALTH & SAFETY

The Village Hall is judged as "a low-risk building". The Hirer is the "responsible person" for ensuring the health and safety of all attending the event. Specific attention is drawn to the attached **Appendix A** (Fire Safety Regulations) and **Appendix B** (Manual Handling) which should be shared (as appropriate) with those organising and attending the event. Any accidents occurring at the event should be recorded in the Accident Book on the premises and also reported to the Booking Secretary.

#### 6. CANCELLATION

Due to unforeseen circumstances, acts of nature, activities of the emergency or government agencies the trustees of Badwell Ash Village Hall cannot be held responsible for the cancellation of this Agreement with or without prior notice.

**APPENDIX A**  
**Fire Safety Risk Assessment**

**FIRE!**

In the event of a Fire - DIAL 999

1) The *Responsible Person* (i.e. the hirer) will instruct all persons to leave the building using the nearest available Emergency Exits, and to muster together as soon as possible at the ASSEMBLY POINT – in the children's playground,

2) A Roll Call should be taken.

3) **NO MATTER HOW SMALL THE FIRE, CALL THE FIRE BRIGADE.** There is no public telephone in Badwell Ash. If you have a mobile phone, Dial 999 and give this address:

Badwell Ash Village Hall, The Street, Badwell Ash, IP31 3DG

4) The *Responsible Person* should ensure that once the Village Hall has been evacuated, members of the public do not re-enter the building to collect personal belongings, etc. under any circumstances.

5) On the arrival of the Fire Brigade, the *Responsible Person* should report to the Officer in Charge that a Roll Call has taken place and all persons are safe, or should inform him/her of anyone who is missing from their last known position.

6) Attempts to extinguish the outbreak of fire using the fire extinguishers should be only carried out if it is considered to be safe to do so. If any doubt get out of the building.

7) If you have a mobile phone and after you have carried out all of the above, and circumstances allow it, please call 07774-196689 (Chairman) or 01259- 258393 (Hiring's Secretary).

NOTE: All incidents no matter how small must be reported to the Village Hall Secretary

**Village Hall Committee Contacts**

<b>Chairman</b>	<b>Clive Hawkins</b>	<b>07774-196689</b>
<b>Secretary</b>	<b>Pat Cooper</b>	<b>07712-559726</b>
<b>Treasurer</b>	<b>Mike Smith</b>	<b>07919-574341</b>

## **APPENDIX B**

### **Manual Handling**

#### **MOVING TABLES & CHAIRS IN THE VILLAGE HALL**

##### **IMPORTANT GUIDANCE FOR HIRERS**

*(Update 27 November 2024)*

Following a recent Health & Safety Review, it was recommended that the village hall trustees should provide guidance relating to the movement of tables and chairs when hiring the premises. The trustees have taken steps to provide all tables and chairs which are designed to be portable and are maintained fit for purpose. Maintenance checks are undertaken regularly. Safe storage of the tables and chairs is provided in both the large and small halls.

**THE HIRER IS DEEMED THE “RESPONSIBLE PERSON” AND IS DESIGNATED AS THE PERSON IN CHARGE OF THE HALL DURING THE HIRE PERIOD.** The Trustees encourage all users of the Hall to carry out their own Manual Handling Assessment, adopting an appropriate practice which pertains to their own group of users and their activities.

The following is a recommended guide:

#### **LARGE HALL**

- Tables and chairs are safely stored at the side of the stage. Please note how they are stored and ensure that they are replaced in the same way after use. Blue chairs should be stacked no more than 5 high.
- The stage should only be accessed via the rear steps. It is strongly discouraged that hall users should climb up or down from the front of the stage.
- Tables should only be carried one at a time and by one or two persons depending on the carrier’s willingness and ability.
- Chairs should only be carried one at a time (or two maximum) depending on the carrier’s willingness and ability.
- Climbing up or down from the stage whilst carrying chairs or tables is to be strongly discouraged as this is HIGH RISK.

#### **SMALL HALL**

- Padded chairs are stored around the room. Please replace them as you find them – stacking should be no more than 3 high. Please take care not to push chair backs against the wall. Padded chairs should only be carried one at a time.
- Tables are stored in the store room. Please replace them as you find them. Tables should only be carried one at a time and by one or two persons depending on the carrier’s willingness and ability.
- Plastic chairs are stored in the store room. Please replace them as you find them. These chairs should only be carried one at a time (or two maximum) depending on the carrier’s willingness and ability.

**END**

**SIGNED BY THE PARTIES hereto:**

**Signed by the Hirer, (duly authorised where applicable on behalf of the organisation named):**

.....Signed

.....Date

**Signed on behalf of Badwell Ash Village Hall (Registered Charity No 279997):**

.....Signed as Trustee

.....Date

*(Agreement Revised – 10 March 2025)*