

Swanton Novers Village Hall Hire Agreement

Please fill in this form as clearly as you can. If you are going to print it off and send it please fill in with black ink. As it is in Word you can copy it and send it back electronically. You may want to have two copies, one for yourself and one for us. Please read the Terms and Conditions carefully, you must agree with these if you want to hire the village hall.

Name of Hirer	
Organisation (if applicable)	
Address	
Telephone number	
Email Address	

Date(s) of hire	Start Time	End Time	What have you hired the hall for?

Please enter below the amount you have been told. You will be asked for a deposit of 10% of the hire cost (depending on how close to the hire time it is) This deposit will be part of the hire cost and the balance will be expected to be paid within two weeks of the booking.(Or as agreed with the person you have booked with) If the booking is cancelled within a month of the booking the deposit will be returned. After this the deposit will be kept as a cancellation fee. We understand that extraordinary circumstances do happen please speak to the person you booked with to discuss the situation.

How much is the hire?	Meetings room	Whole hall

- Please make cheques payable to Swanton Novers Village Hall
- Cash accepted. Please bring it in person.
- Village Hall bank details:- Barclays. Sort code 203081 account number 80854484
- Please note we cannot make transfers to anyone due to two signatures required. This is security imposed by the bank. We are only able to pay by cheque.

Please sign below

I have read the Terms and Conditions and the payment details described above and agree to abide by them.

Signed Print name.....

Date.....

Contact details – Rosemary Leeder – 01263860756

Chris Armstrong – 01263860573 or christinearm@hotmail.co.uk

Terms and Conditions for Hiring Swanton Novers Village Hall

Please read these terms and conditions. You are the Hirer ,and you are committing yourself to follow these terms and conditions when you sign to hire the hall. Make sure you understand them. Any questions contact Rosemary or Chris. Numbers are on the Hire Agreement. When you are clear about these terms and conditions please sign and return with your Hire Agreement.

For the purposes of these terms and conditions Swanton Novers village Hall committee will be referred to as The Committee. You are The Hirer.

- We have a premises alcohol licence.
 - We have an entertainments licence
 - We have a PPL PRS music licence
 - We are covered by public liability insurance.
 - We are a charity our number is 208460
1. THE HIRER must be over the age of 21.
 2. THE HIRER will, during the period of the hiring, be responsible for supervision of the premises, the fabric and contents, their care, safety from damage however slight; or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements to avoid obstruction of the highway.
 3. THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
 4. THE HIRER shall insure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
 5. The Village Hall has a Premises alcohol licence, however, if alcohol is to be provided the hirer will be required to obtain permission in writing from the designated premises supervisor named on the premises licence. Alternatively, a Temporary Event Notice can be obtained via North Norfolk District Council Licencing Department. The applicant must hold a personal licence to serve or sell alcohol. The Hirer is responsible for the conduct of all attendees to the event and the terms of the alcohol licence are followed.
 6. THE HIRER shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served or given to any person suspected of being drunk or any person suspected as being under the age of 18.
 7. No illegal drugs may be bought onto the premises.

8. THE HIRER shall comply with all the conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
9. THE HIRER shall ensure that any electrical appliances brought by him to the premises and used there shall be safe and in good working order and used in a safe manner.
10. THE HIRER shall ensure that they are aware of the location of fire extinguishers and fire exits
11. THE HIRER shall indemnify the Village Hall Committee (the Committee) for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.
12. THE HIRER shall be responsible for making arrangements to insure against any third- party claims which may lie against him or her (or the organisation if acting as a representative) whilst using the Village Hall. (The Village Hall Committee is insured against any claims arising out of its own negligence).
13. THE HIRER must report all accidents involving injury to the public as soon as possible. An Accident Report Book is kept in the Village Hall Kitchen for this purpose. Certain types of accident or injury must be reported to the local authority.
14. THE COMMITTEE reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election in which case the Hirer shall be entitled to a refund of any deposit already paid.
15. In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the hirer for any consequential loss or expense.
16. THE COMMITTEE reserves the right to refuse a booking.
17. THE HIRER shall be 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 the Committee shall be at liberty to make an additional charge.
18. EXCLUDED ACTIVITIES. The following are not allowed:
 - firework displays and bonfires.

- No internal decorations of a combustible nature (eg. polystyrene, cotton wool) shall be erected without the consent of The Committee. No decorations to be put up near light fitting.
- Highly flammable substances shall not be brought into, or used in any part of the premises.
- No unauthorised heating appliances shall be used on the premises without the consent of the Committee. Portable liquefied propane gas (LPG) heating appliances shall not be used.
- Performances involving danger to the public shall not be given.
- There is no smoking anywhere on the premises.
- **Do not use anything other than Blu Tac or its equivalent to affix anything to the walls as anything else takes paint off the walls and you will be charged for making it right. There are hooks along the side which things can be attached to.**

19. THE HIRER shall ensure that the minimum of noise is made on arrival and departure.
Music must stop by 11.15pm

20. All means of exit from the premises must be kept free from obstruction and immediately available for free public exit.

21. The emergency lighting supply illuminating all exit signs will come on in the event of power failure.

22. The Fire Brigade must be called to any outbreak of fire, however slight.

23. Once a regular hirer has signed a hire agreement and Terms and Conditions it will be deemed that the hire is covered by this one signing. The Committee reserves the right to give notice that specific hire dates/times considered booked might not be available in order to accommodate special requirements. The hirer is to inform the Committee whenever specific dates are not required eg. On public holidays, half terms etc.

24. The hirer is required to remove all rubbish produced, and anything else bought into the hall, at the conclusion of the event. The hall must be cleared by the time stated by The Committee. Failure to do this could result in extra charges.

I have read and understood the Terms and Conditions and agree to abide by them.

Signed.....

Name.....

Date

Date of Hire.....

