

# Great Addington Memorial Hall Hire Agreement Part A – October 2012

DATED:

PARTIES:

**AGREED** as follows:

1. In consideration of the hire fee described in clause 1.4, the Village Hall agrees to permit the Hirer to use the premises described in clause 1.5 for the purpose described in clause 1.6 for the period(s) described in clause 1.1. The details inserted in sub-clauses 1.1 to 1.6 below and the answers to the questions in clause 2 are terms of this agreement. This Hire Agreement includes the annexed Standard Conditions of Hire ("Appendix 1"), the Special Conditions of Hire ("Appendix 2") (if applicable) and the Information for Hirers ("Appendix 3").

1.1 Dates(s) required:

Day(s)  Month

Time required (including half an hour set up/clearing up each end). For multiple times, add additional sheet.

1.2 Great Addington Memorial Hall

(a) Registered Charity No:

(b) Authorised Representatives:

Address:

Telephone Number:

Email:

1.3 Hirer:

(a) Name:

(b) Organisation:

(c) Name of Organisation's Authorised Representative:

Address:

Contact Telephone Numbers:

Email:

(d) Where the Organisation is a regular user of the Memorial Hall, a representative of the group is invited to join the Management Committee. A representative of the group must attend two designated meetings of the Committee, the User Group Meeting which will include safety training, and the Annual General Meeting.

1.4 Hire Fee: £

The Memorial Hall is cleaned each week and the cost of this is included in hire charges. However, for private bookings an optional pre-clean prior to your event may be available at an additional cost. If you would like this extra service please ask for a quote.

b) Will alcohol be consumed at your event?

**A £100 special deposit in addition to the hire fee is required for all events where alcohol is to be provided or sold.** This deposit will be refunded within 28 days of the termination of the period of 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 hiring.

Special Deposit : £

The fees plus deposit (if applicable) shall be paid **a minimum of 14 days prior** to the conclusion of the event for which the premises are hired, unless agreed in advance and in writing by the booking clerk.

1.5 Premises

Main hall, plus kitchen and bathrooms. No storage of equipment is available (except for regular user groups but this is subject to prior agreement with the management committee). No equipment is to be left in the main hall.

1.6 Purpose/description of hiring

This will be a public/private event?

2. The Memorial Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. Please confirm which licensable activities will take place at your event:

Activity	The hall is licensed for	Times for which the activity is licensed	Indicate activities to take place at your event
a. The performance of plays (indoors)	Yes	Monday to Sunday 0900 to 2300 hours	
b. The exhibition of films (indoors)	Yes		
c. Indoor sporting events	No	N/A	N/A
d. Boxing or wrestling entertainment	No	N/A	N/A
e. The performance of live music (indoors)	Yes	Monday to Thursday and Sunday 0900 to 2300 hours Friday and Saturday 0900 to 2400 hours	
f. The playing of recorded music (indoors)	Yes		
g. The performance of dance (indoors)	Yes	Monday to Sunday 0900 to 2300 hours N/A	
h. Entertainments similar to those in E,F or G (indoors)	No		N/A
i. Making music (indoors)	No	N/A	N/A
j. Dancing (indoors)	Yes	Monday to Thursday and Sunday 0900 to 2300 hours Friday/Saturday 0900 to 2400 hours	
k. Entertainment similar to those in i – j (indoors)	No	N/A	N/A
l. The provision of hot food/drink after 11pm	No	N/A	N/A
m. The sale of alcohol	Yes, for regular user groups only	Monday to Thursday 1800 to 2300 hours Friday and Saturday 1800 to 2400 hours Sunday 1800 to 2230 hours	

2.1 a) Have you indicated at 2 (m) that alcohol will be supplied at your event? Yes/No

**If you answer 'Yes' to 2.1 above, the management committee will require you to complete a separate form (Hire Agreement Part B) detailing your requirements. (Our premises licence only covers the sale of alcohol at specific events organised by regular community user groups or the committee, and supervised by a committee member.)**

2.2 Where a licensable event is to be held for which the premises are not licensed the hirer **will** be responsible for obtaining such authorisation as may be needed from the licensing authority. A Temporary Event Notice (TEN) will need to be given to East Northamptonshire Council.

The Hirer must obtain the written consent of the management committee on the form provided for this purpose (Hire Agreement Part B) before giving the licensing authority a TEN. Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of Temporary Event Notices which can be granted annually for any premises. Lack of co-operation could affect future fundraising by local voluntary organisations.

2.3 The Memorial Hall holds a Performing Rights Society / PPL Joint Licence for Music which permits the playing and the performance of music for activities where any profit goes entirely to a voluntary organisation. If other licences are required in respect of any activity in the Memorial Hall, such as aerobics classes and dance classes, the Hirer should ensure that they hold the relevant licence or the Memorial Hall holds it. If the Memorial Hall does not have such a licence the Hirer must produce a copy of their licence to the management committee prior to hiring.

3. The Hirer agrees with the Memorial Hall to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.

4. It is hereby agreed that Appendix 1, the Standard Conditions of Hire, Appendix 2, Special Conditions of Hire, and Appendix 3, Information for Hirers, shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Memorial Hall and the Hirer.

5. None of the provisions of this 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.

Signed by the person named at 1.2(b) above, duly authorised, on behalf of the Memorial Hall's Management Committee:

Signed by the person named at 1.3(a) above or at 1.3(c) above, duly authorised, on behalf of the organisation named at 1.3(b) above, where applicable:

You can scan and email your completed booking form to [bookings@gamemorialhall.co.uk](mailto:bookings@gamemorialhall.co.uk) .

If you prefer to send the form by post, please use the address in 1.2(b) and mark the envelope for the attention of the Bookings Clerk.