

Great Cressingham Village Hall Hire Agreement

Hirer's full name*		
Contact details	House Name/No	
	Street	
	Town/City	
	County	
	Postcode	
	Home telephone	
	Mobile telephone	
email		

* NB the hirer **must** be over 18 years old

Purpose of hire/Function to be held	
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Dates required from		to	
Times required		am/pm*	to
			am/pm*

* delete as appropriate

Deposit The hirer shall pay half of the cost of the booking on acceptance with the balance payable on or before the hire date.

Will the event require music?	Yes / No*	* delete as appropriate
Will alcohol be available at the event?	Yes / No*	If "Yes", a licence and permission is required.

	Number of hours	Total payable
Booking charged at £12 per hour		£
Less deposit	£	Balance payable
		£

Cheques made payable to:	Great Cressingham Community Association (Write name and address on the back of the cheque.)
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"I declare that the information given in this agreement is correct to the best of my knowledge, and I acknowledge that any mis-statement or mis-representation will invalidate the agreement and I accept that the information I have given will be stored for administration purposes in accordance with the Great Cressingham Community Association Data Protection Policy and that I have read and accept the schedule of standard conditions for hire."

Signature of hirer		Date	
Signature of Committee Member		Date	

Committee Member's name, address and telephone number

Sally Lovick, 2 Watton Road, Great Cressingham, Thetford, Norfolk, IP25 6NQ
Tel: 01760 756 433

N.B. THE HIRER IS RESPONSIBLE FOR REMOVING ALL RUBBISH FROM THE SITE AND LEAVING THE HALL IN A GENERALLY CLEAN STATE.

GREAT CRESSINGHAM VILLAGE HALL

SCHEDULE OF STANDARD CONDITIONS FOR HIRE

(If the Hirer is in any doubt as to the meaning of the following, the Hall Secretary or Booking Officer should immediately be consulted). For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the Hirer is an organization, the authorized representative.

1. **SUPERVISION** The HIRER not being under 18 years of age, HEREBY ACCEPTS RESPONSIBILITY for being in charge of and on the premises at all times when the public are present & or ensuring that all conditions of the public entertainment/stage play licence relating to management & supervision of the premises are met. The Hirer will during the period of hire, be responsible for supervision of the premises, the fabric and the 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 the car parking arrangements so as to avoid obstruction of the highway.
2. **USE OF PREMISES** 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, nor allow the consumption of alcohol thereon without written permission.
3. **LICENCES** The HIRER shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor or for other licence requiring activities from the relevant authority.
4. **GAMING, BETTING & LOTTERIES** The HIRER shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
5. **PUBLIC SAFETY COMPLIANCE** The HIRER shall comply with all 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.
6. **HEALTH & HYGIENE** The HIRER shall if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.
7. **ELECTRICAL APPLIANCE SAFETY** 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 (Where a residual circuit breaker is provided under terms of the PEL or CPL the hirer must make use of it in the interests of public safety).
8. **INDEMNITY** The HIRER shall indemnify 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 or as a result of the hiring.
The HIRER shall be responsible for arrangements to insure against any third-party claims which may lie against him or her (or the organization, if acting as a representative) whilst using the Village Hall. (The Village Hall is insured against any claims arising out of its own negligence).
9. **ACCIDENTS & DANGEROUS OCCURRENCES** The HIRER must report all accidents involving injury to the public to a member of the Management Committee as soon as possible. Any failure of equipment either that belonging to the hall or brought in by the hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the Local Authority. The Hall Secretary will give assistance in completing this form. This is in accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995.
10. **ANIMALS** The HIRER shall ensure that no animals (including birds) except guide dogs are brought into the hall, other than for a special event agreed to by the Committee. No animals what so ever are to enter the kitchen at any time.
11. **COMPLIANCE WITH THE CHILDREN ACT** The HIRER shall ensure that any activities for children under 8 years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons have access to the children.
12. **CANCELLATION** If the HIRER wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Committee. 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 by-election, in which case the Hirer shall be entitled to a refund of any deposit already paid.
13. **UNFIT FOR USE** 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 resulting loss or damage whatsoever.
14. **REFUSAL OF BOOKING** The COMMITTEE reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving 7 days' notice in writing to the hirer. The HIRER shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as have been paid by the hirer to the Committee but the Committee shall not be liable to make any further payment to the hirer.
15. **SMOKING** The hall has a **NO SMOKING POLICY** including electronic cigarettes and vaping. The hirer shall ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc in a tidy and responsible manner, so as not to cause a fire.
16. **NOISE** The HIRER shall ensure that the minimum of noise is made on arrival and departure.
17. **END OF HIRE** 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.**

ALL RUBBISH TO BE TAKEN AWAY & TO BE DISPOSED OF BY THE HIRER