

Otterhampton Village Hall

Hiring Agreement

This agreement is made on Date: _____ between the Village Halls authorised representative named at 1(a) and the Hirer named at 2(a) in consideration of the sum/s mentioned at 8.

The Committee agrees to permit the Hirer use of the Village Hall premises for the purpose of (3) for the period/s described below at (4).

1. Village Halls authorised representatives:

a) Bookings - Di Davie	b) Secretary - Elizabeth Marriott
Address: 24 Ship Lane, Combwich	6 Nursery Close, Combwich
TA5 2QT	TA5 2JB
Telephone Number: 01278 652141	01278 653308

2. Hirer: Please note: Person/s must be over 18 years of age.

a) Name: _____

b) Organisation (If applicable) _____

Address: _____

Telephone Number: _____

Email Address: _____

3. Booking Details:

Purpose/Description of Hiring: _____

Is this a Public/Private Event? (Delete as required)

Commercial Use? YES/NO

Is Food to be provided? YES/NO

Will alcohol be consumed at the event? YES/NO

If you have answered YES to the above question, arrangements will be made with the Village Hall's designated Premises Supervisor for the bar to be open.

Times Bar required: START TIME _____ FINISH TIME _____

4. Booking Times: Date/s _____

DAY/S of Week Required? _____

Time From _____ Time To _____

Start Date _____

The Village Hall keys will be available from the person named at 1(a) above and must be returned there immediately the hire has ended.

5. Facilities Required?

Main Hall	YES/NO
Meeting Room	YES/NO
Kitchen	YES/NO
Bar Room	YES/NO
Skittle Alley	YES/NO

The Hirer agrees not to exceed the maximum permitted number of people, as follows:
Main Hall Seated Audience – 80, Dancing – 100, Seated at Tables – 70.

6. Storage of equipment: (To be agreed in advance)

7. **Premises Licence:** The Village 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 Indoors Only	The Hall is licensed for	Times for which the activity is licensed	Indicate activities to take place at your event
a. Playing Live Music	YES	Friday & Saturday 09.00hrs to 01.00hrs	
b. Recorded Music	YES	Friday & Saturday 09.00hrs to 01.00hrs	
c. Performance of Dance	YES	Friday & Saturday 09.00hrs to 01.00hrs	
d. Entertainment similar to Live Recorded Music or Performance of Dance	YES	Friday & Saturday 09.00hrs to 01.00hrs	
e. Provision of Facilities for Making Music	YES	Friday & Saturday 09.00hrs to 01.00hrs	
f. Provision of Facilities for Dancing	YES	Friday & Saturday 09.00hrs to 01.00hrs	
g. Provision of Facilities for Entertainment similar to Making Music or Dancing	YES	Friday & Saturday 09.00hrs to 01.00hrs	
h. Sale of alcohol to be consumed both On and Off the premises	YES	Monday to Thursday 09.00hrs to 23.30hrs Friday & Saturday 09.00hrs to Midnight Sundays 12.00hrs to 23.00hrs	

8. **Hire Fee:** The Booking Fee will be invoiced to the hirer monthly, cheques made payable to "Otterhampton Village Hall".

Hire Fee:

Per Hour / Day / Session (delete as applicable): £

9. **Damage:** The Management Committee reserves the right to make an appropriate charge if any damage or loss has been caused to the premises and/or contents during the period of hire.
10. The Hirer agrees with the committee to be present during the hire and to perform the provisions and stipulations contained or referred to in the Committee's Standard Conditions of Hire as annexed hereto (an understanding of which the Hirer acknowledges) together with the attached Information Sheet for Hirers.
11. It is hereby agreed that the Standard Conditions of Hire and the Information Sheet for Hirers attached hereto and any additional conditions imposed under the Premises Licence or that the Village Hall Management Committee deem necessary shall be part of the terms of this Hiring Agreement.

As Witness the hand of the parties hereto:

Signed by the person named at 2(a) Hirer.

Signed on behalf of the Otterhampton Village Hall Management Committee.

Please return the completed Hiring Agreement to the Secretary, Elizabeth Marriot, c/o Village Hall. Riverside. Combwich TA5 2QZ or pop through letter box.