

## Chatton Village Hall Hiring Agreement

This agreement is subject to the standard conditions of hire overleaf, and it is requested that at least 3 weeks notice of intent are given by the prospective hirer.

Once the agreement has been signed by both parties, and appropriate payment received by the Village Hall treasurer, the hirer is permitted to use the designated area, as well as the communal areas (toilets, small and large kitchens) of the Hall.

Please complete the form and return to the booking officer, who will check on availability and be in contact with you confirm the trustees' response.

**Hirer:** **Room request: Main Hall**

**Address:** **Smaller Meeting Room**  
**Larger Meeting Room/Gym**

**Telephone:** **Equipment request: Sports equipment**

**E-mail:** **Catering kitchen**  
**Crockery**

**Purpose of hire:** **Period of hire: Date**  
**Time and duration**

**Licensing need: The hall is licensed for regulated entertainment, but for sale of alcohol, a temporary event notice will need to be applied for and it takes at least 2 weeks to receive the answer. Do you intend to apply for one?**

<b>Hiring fee:</b>	<b>Hourly rate</b>	<b>£</b>
	<b>Session/day rate</b>	<b>£</b>
	<b>Deposit</b>	<b>£</b>
	<b>TOTAL</b>	<b>£</b>

### Declaration by hirer:

I/we accept the standard conditions of hire, enclose the appropriate deposit, and undertake to pay the hiring fee no later than the date of the proposed hire. I/we accept that the deposit will be returned as long as the building is left in the condition it was found in, but that is at the decision of the Village Hall Trustees.

Signed (hirer): **Date:**

Signed (trustees): **Date:**

## Chatton Village Hall Conditions of Hire

1. All applications to be made on this form, and returned to the booking officer.
2. Bookings will only be taken for Sundays/Bank Holidays if the whole management committee agree to proceed.
3. The hirer is responsible for obtaining the necessary licence if sale of alcohol is in any way intended. Application forms for a Temporary Event Notice are available from the secretary, and need a minimum of 2 weeks to process. The trustees wish to see a copy of the licence before the hiring takes place. Under-age drinking is unacceptable and of course will not be permitted at events taking place at Chatton Village Hall.
4. Cancellation of a booking may be needed if the Hall is needed for election purposes. No compensation would be made, but all fees/deposits paid would be returned.
5. Competent adult supervision is required at all times, and is the responsibility of the hirer to organise and maintain.
6. No liability is accepted by the Trustees for any damage to or loss of property used or left in the premises by hirers.
7. The hirer is responsible for the safety of all persons attending the event for which the premises have been hired. Hirers are responsible for providing and administering First Aid.
8. The hirer agrees to leave the hall in a clean and tidy condition. Hirers agree to use any cleaning substances and materials in accordance with manufacturer's instructions and guidance.
9. The hirer is responsible for keeping the hall clear of obstacles and equipment and agrees to clear immediately any spillages or breakages that occur during the course of the hire. Fire exits (front door, far end of gym, in front of stage in hall) and corridors must be kept clear of obstructions.
10. The hirer should provide their own protective clothing for cleaning purposes (eg gloves and/or eye protection).
11. Limited kitchen facilities are provided for use by the hirer without extra charge, but breakages must be paid for by the hirer if they occur.
12. Hirers are responsible for the safety and use of all portable electrical equipment that they use in the hall. The hirer must also gain permission for the use of such equipment from the trustees before use.
13. The hirer is responsible for any damage to the premises or its equipment, however incurred, during the course of a hire.
14. This is a no smoking building, and people found smoking in the building will invalidate the hire and jeopardise the repayment of the deposit if cleaning is required.
15. Any hire which involves childrens' activities must be compliant with the relevant legislation (Childrens' Act, CRB, ISA...) if necessary, and organisations which provide such activities must show their safeguarding policies to the trustees before a hire can be confirmed. The responsibility for the welfare of children involved remains that of the hirer.
16. Maximum number of people permitted in the building is 100, or about 60 seated (minimum 1m wide passage between tables/rows of seats to allow for quick exit).
17. Hire charges as follows:

Parish user groups	£10/hr
Non parish user groups	£10/hr
Parish parties	£100 adult, evening, end midnight £50 children, end 6pm
Non parish parties	£100, end midnight