

Alton Village Hall

ALTON VILLAGE HALL HIRING AGREEMENT

This agreement is made between Alton Village Hall Management Committee and the Hirer named at (2) below for the specific purpose detailed at (3) below.

1. Alton Village Hall Management Committee Authorised representative

Name..... Tel

Address.....

2. Hirer

Organisation (if applicable).....

Name of organisation's authorised representative or name of individual hirer

.....

Address.....

.....

Telephone No.....

3. Purpose of hiring.....

This will be private/public event (delete as applicable)

4. Period of hiring Date.....Hours.....

5. Hiring Fee £.....

agreement £..... Less deposit payable on signing this

£..... Balance due 2 weeks before the event

unclean) £..... Special deposit (refundable unless Hall damaged or

To be paid with balance or on collection of keys.

6. I have read the Standard Conditions and the Special conditions and I agree to abide by them.

Signed.....Date.....

Please complete and return to the Bookings Secretary:-
Mr Tony Darby,
01538 702789

Alton Village Hall Standard Conditions of Hire

The term HIRER shall mean an individual hirer or the authorised representative of the organisation.

1. THE HIRER will, during the period of the hiring, be responsible for the 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, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
2. 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 on to the premises anything which may endanger the same, or render invalid any insurance policies in respect thereof, nor allow the consumption of alcoholic liquor thereon without written permission.
3. THE HIRER shall ensure that nothing is done on, or in relation to, the premises in contravention of the law relating gaming, betting and lotteries.
4. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar entertainment or stage plays.
5. THE HIRER shall, if preparing, serving, or selling food, observe all the relevant food health and hygiene legislation and regulations. Food must not be prepared in the main hall.
6. THE HIRER shall ensure that any electrical appliances brought by the hirer to the premises and used there, shall be safe and in good working order, and used in a safe manner.
- 7 THE HIRER shall indemnify the committee for the cost of any damage done to any part of the property including the cartilage thereof or the contents of the buildings, which may occur during the period of the hiring as a result of the hiring.
8. THE HIRER shall ensure that the minimum of noise is made on arrival and departure.
9. THE HIRER shall ensure that no dogs, except guide dogs are brought into the hall.

10. THE COMMITTEE reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station, in which case the Hirer shall be entitled to a refund of any deposit already paid.

11. 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.

12. THE HIRER shall ensure that any activities for children under 8 years of age comply with the Children Act 1989 and that only fit and proper persons have access to children.

13. 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 deposit but the committee shall not be liable to make any further payment to the Hirer.

14. The Hall is fitted with an air extraction fan. This should be used if the temperature inside the hall becomes uncomfortably warm. The Hirer should not open doors and windows as this can cause a noise problem for local residents.

15. The Hall alarm system must be armed on leaving the Hall at the end of the hire period, and also if the hall is left unattended during the hire period.

16. The Committee reserves the right to use The Committee room during any period of hire, should it require to do so.

17. Whenever the Hall is hired for a late-night event, the keys must be returned, at the latest, by 10.30 am on the following day.

ALTON VILLAGE HALL

BOOKING FORM FOR BAR SERVICES

Name.....

Address.....

Phone No

Date of function.....

Details of function.....

No of guests..... Age group.....

Time requirement for bar service- From.....To.....

Signature of applicant.....

Please telephone Mark Deaville on 01538 722659 to book the bar. Then send the form to:-

Mr Mark Deaville,
Anchor Inn,
Teanford,
Staffordshire.
ST10 4EW.