

Agreement for the Hire of Rous Lench Village Hall

THIS AGREEMENT is made on [] BETWEEN:

(1) Rous Lench and Radford Village Hall Committee (“the Committee”) and

(“the Hirer”)
Address
Telephone Number
Mobile Number
Email

Where the Hirer represents []

1. Licence to Occupy

The Committee permits the Hirer to use Rous Lench and Radford Village Hall, The Green, Rous Lench, Evesham, Worcestershire (“the Hall”) subject to the following terms and conditions:

2. Purpose of Hire

The Committee agrees to hire the Hall to the Hirer solely of the purpose of[]

3. Period of Hire

The Committee agrees to hire the Hall to the hirer on [] from [] to []

4. Payment

Except where agreed in advance by the Committee, the Hirer shall pay the Hire Charge and Deposit as set out below to the Booking Secretary upon booking the Hall;

- 4.1 the Hirer shall pay a Hire Charge of [] at a rate of [£] and per hour/day/evening and
4.2 a Deposit of [£] .

5. The Hirer

- 5.1 The Hirer is the person who signs the booking form. The Hirer is aged 18 years or over.
5.2 The maximum occupancy of the Hall is 150 people standing or 100 people seated. The Committee reserves the right to refuse entry or evict persons where the maximum occupancy is exceeded.

6. The Hirers Responsibility

During the period of hire and or period of occupation of the hall the Hirer is responsible and liable for:

- 6.1 **Behaviour of Occupants etc**
the supervision, care and safety of the Hall, its fabric and its contents;
6.2 the behaviour, supervision, health and safety of all persons using or visiting the Hall
6.3 ensuring that the Hall is used in a safe, orderly and lawful manner so as not to cause or permit damage to the Hall and or its contents or damage to property of residents of Rous Lench, nuisance or disturbance to the residents of Rous Lench or criminal activity;
6.4 ensuring that all persons using or visiting the Hall enter and exit through the front door and that use of the Hall is confined to the internal premises and is not permitted to encroach on to the outside of the Hall including the highway, pavements or outside the front entrance. Ensuring that all persons leave the Hall and Rous Lench in a quiet and orderly manner;
6.5 ensuring that heating, lighting and electrical equipment is used safely and responsibly and turned off at the end of the hire period.
6.6 **Children**
Where a function involves persons under the aged under 18 years, the Hirer shall take additional precautions to those set out in the rest of this Agreement, so as to ensure the supervision, health, safety and welfare of children at all times;
6.7 **Securing the Hall**
Ensuring that the Hall, including all doors and windows are closed and secured at the end of the period of occupation;
6.8 **Keys**
Unless otherwise advised, the Hirer shall collect the keys from, and return the keys to, the Booking Secretary. The keys shall be returned within 12 hours of the end of the period of hire. Failure to do so may incur additional charges for the replacement of security locks;
6.9 **Fire Safety**

Ensuring that all fire doors remain unlocked and free from obstruction at all times during the period of occupation and confining use of the fire doors for emergency evacuation only. In the event of fire, the Hirer shall ensure that the Fire Service is contacted by dialling the Emergency Services on 999 from the nearest residence. (The nearest public phone Box is situated on Radford Road). The Hirer shall evacuate all persons from the building and where it is safe and appropriate to do so, use the fire equipment to control small outbreaks;

6.10 **Car Parking Arrangements**

Ensuring that appropriate arrangements are made for vehicle parking so as to avoid obstruction of the highway, the entrance to the Hall or nuisance to residents of Rous Lench. No vehicle of any description, including bicycles and motor bikes may be parked on Chafecote driveway at any time. (Chafecote is the name of the property adjoining the Village Hall);

6.11 **Care of the Hall**

Ensuring that any contents of the Hall are not removed without the prior consent of the Committee. Ensuring that the Hall and its contents are left in a clean, sound and tidy condition. Arrangements for the disposal of rubbish are the responsibility of the Hirer. If an excessive amount of cleaning is required as a result of the booking, the Committee will charge the hirer the cost and deduct the cost from the deposit.

6.12 **Damage etc**

Ensuring that all damage and or breakages are reported to the Booking Secretary as soon as is reasonably practicable and in any event within 12 hours of the end of the period of hire. The Committee has the right to make repairs and replace damaged property at the expense of the hirer and to deduct such costs from the deposit. The Hirer will be liable for all such costs in excess of the security deposit;

6.13 **End of the Function**

Unless otherwise agreed in advance by the Committee, the Hirer shall ensure that all music, dancing, entertainment, serving of alcohol (whether for payment or otherwise), preparation and serving of food does not take place beyond 23.30 hours and that the Hall is cleaned and cleared of all persons and secured by midnight;

7. **Licences**

7.1 The sale of alcohol is prohibited unless sold through the bar by representative of the Committee and in accordance with an appropriate and valid Licence.

7.2 Where the function involves public entertainment, the Hirer shall appoint three visually identifiable stewards who will acquaint themselves with the fire precautions and equipment, evacuation procedures and safety checks;

8. **The Committee's Rights and Responsibilities**

8.1 Without prejudice to clauses 6.11 and 6.12, the Committee will return the Deposit to the Hirer within 14 days of the end of the period of hire;

8.2 The Committee shall have free access to the Hall during the period of occupation by the Hirer for the purpose of ensuring that the terms and conditions of this agreement are being met. The Committee reserves the right to terminate a function at any time if it appears that there is a breach of this Agreement, without incurring any liability to the Hirer;

8.3 In the event of a function ceasing earlier than the period of hire, the Hirer will not be entitled to a refund of the Booking Fee;

8.4 The Committee or Booking Secretary shall not be responsible for any loss or damage to any persons or property during the period of occupation.

(Signed and dated by the Booking Secretary or Committee member)

Signed

Date

(signed and dated by the Hirer)

Signed

Date