

HIRING AGREEMENT – PRIVATE HIRES

PARTIES TO THE AGREEMENT:

- (1) The Village Hall named in clause 1.2 acting by its management committee ("Village Hall").
- (2) The person or organisation named in clause 1.3 ("Hirer").

AGREED as follows:

1. In consideration of the hire fee described in clause 1.4, the Village Hall agrees to permit the Hirer to use the premises described in clause 1.5 for the purpose described in clause 1.6 for the period(s) described in clause 1.1. The details inserted in clauses 1.1 to 1.6 below and the answers to the questions in clauses 1.7 and clause 2 are terms of this agreement. This Hiring Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

1.1 Date & Times Required: _____

1.2 The Village Hall:

(a) Registered Charity: 520935

(b) Authorised Representative(s): **Chris Puzey**

Tel No **01600 891277**

Address: **Bishopswood Village Hall, Kerne Bridge, Herefordshire HR9 5QT**

1.3 Hirer:

(a) Name: _____

(b) Tel No/ Email address: _____

(c) Organisation (If Applicable): _____

(d) Address of Organisations Representative: _____

1.4 Hiring Fee: _____

License Fee: _____

Special Deposit: _____

The Special Deposit will be refunded within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents nor complaints made to the Village Hall about noise or other disturbance during the period of the hire as a result of the hiring. **Please see also clause 2.3.**

The Hiring Fee is payable – 50% deposit (_____) on return of this agreement to secure the booking. Followed by the balance of _____ (including License Fee and Special Deposit as applicable) on or before _____.

Please pay by BACS to – Lloyds Bank, account name Bishopswood Village Hall, sort code 30-90-89, account number 42856560. If you wish to pay by cheque, please contact us for details.

1.5 Premises: _____

Note that the latest closing time for the bar (if required) is 11:00pm.

1.6 Purpose/Description of Hiring: _____

This will be a PRIVATE/PUBLIC event

1.7 Is food (other than biscuits/cakes) to be provided at the event? _____

2. 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	The hall is licensed for	Times for which the activity is licensed	Indicate activities to take place at your event
a. The performance of plays	Yes	8:00am to Midnight	
b. The exhibition of films	Yes	8:00am to Midnight	
c. Indoor sporting events	Yes	8:00am to Midnight	
d. Boxing or wrestling entertainment	No		
e. The performance of live music*	Yes	8:00am to Midnight	
f. The playing of recorded music*	Yes	8:00am to Midnight	
g. The performance of dance*	Yes	8:00am to Midnight	
h. Entertainments similar to those in a – c and e – g	Yes	8:00am to Midnight	
i. Making music*	Yes	8:00am to Midnight	
j. Dancing*	Yes	8:00am to Midnight	

k. Entertainment similar to those in i – j	Yes	8:00am to Midnight	
l. The provision of hot food/drink after 11pm	No		
m. The sale of alcohol	Yes	11:00am to 11:00pm	

* See 2.2 below

- 2.1 Where a licensable event is to be held for which the premises are not licensed, or outside the times covered by the Village Hall's Premises Licence, the Hirer shall be responsible for obtaining such authorisation as may be needed from the Village Hall. In turn the Village Hall will need to obtain authorisation from the licensing authority by submission of a Temporary Event Notice (TEN).
- 2.2 For **PUBLIC** hires (see 1.6 above) the Hirer is responsible for obtaining a Music License from PPL PRS, for the performance of copyright music through the radio, TV, other digital device and live performances.

For **PRIVATE** hires a Music License is generally not required provided (i) attendance of guests is by personal invitation only (except for staff, performers, etc), (ii) there is no form of charge for admission, and (iii) there is no financial gain to the Hirer. The Hirer is however responsible for obtaining a Music License from PPL PRS where these conditions are not met.

- 2.3 If you have indicated the hire of 'The Bar' in 1.5, the Village Hall will supply trained staff to serve at the bar, collect, and clean glasses for the period of hire. The bar staff supplied by the Village Hall shall have no other purpose or responsibility. The Village Hall will supply a suitable license for the sale of alcohol. **Any alcohol consumed on the premises shall be obtained through the Village Hall. Consumption of private alcohol on the premises (including the car park) is an infringement of the license conditions and will lead to immediate termination of the event and forfeit of the Special Deposit.**
3. The Hirer agrees with the Village Hall to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hiring Agreement.
4. It is hereby agreed that the Standard Conditions of Hire together with any Special Conditions of Hire shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Village Hall and the Hirer.
5. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

Bishopswood Village Hall Trustees/Committee are committed to the promotion of health and safety. Hirers are advised that they have a duty of care to comply with all safety requirements as set out in this Hiring Agreement together with the safety notices displayed on the premises, and to accept full responsibility to prevent injury to themselves or others and to notify relevant authorities of any injuries occurring during the hiring of the premises as appropriate.

As Witness the hands of both parties hereto:

Signed by the person named in paragraph 1.2(b) above duly authorised, on behalf of Bishopswood Village Hall Management Committee.

Date _____ Signed: _____

Signed by the person named in paragraph 1.3(a) above, duly authorised, on behalf of the organisation named at 1.3(c) above, where applicable.

Date _____ Signed _____

ANNEXES

- 1. Standard Conditions of Hire – see website**
- 2. Special Conditions of Hire – see website**

**WE WISH YOU A HAPPY AND SUCCESSFUL TIME AT
BISHOPSWOOD VILLAGE HALL**