

Leigh Village Hall Hiring Agreement



- 7 Health and Hygiene** The Hirer shall, if preparing or serving food, observe all relevant food health and hygiene legislation and regulations.
- 8 Electrical Appliance Safety** The Hirer shall ensure that any electrical appliances brought to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.
- 9 Indemnity** The Hirer shall indemnify the Management Committee against any third party claim which may lie against him or her or the organisation as a representative whilst using the Village Hall. The Management Committee is insured against any claim arising out of its own negligence. The Hirer is responsible for insuring their own activities against any third party claim.
- 10 Accidents and Dangerous Occurrences** The Hirer must report all accidents involving injury to the public to a member of the Village Hall Management Committee **as soon as possible** and complete the relevant section in the Village Hall's Accident Book.
- 11 Explosives and Flammable Substances** The Hirer shall ensure that: Highly flammable substances are not brought into, or used in any part of the premises and that no internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Management Committee. No decorations are to be put up near light fittings or heaters.
- 12 Heating** The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the Management Committee. portable liquefied propane gas (LPG) heating appliances shall not be used.
- 13 Drunk and Disorderly Behaviour and Supply of Illegal Drugs** The Hirer shall ensure that in order to avoid disturbing neighbours to the Hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk, nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.
- 14 Compliance with the Children's Act 1989** The Hirer agrees to take such steps that are necessary to comply with the relevant sections of the Children's Act 1989 as they may apply in respect of the hiring and that a ratio of one Adult Supervisor per 10 children or better is maintained when multiple activities are involved.
- 15 Cancellation** The Village Hall reserves the right to cancel this hiring by written notice to the Hirer in the event of the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election. In the event of the Village Hall being rendered unfit for the use for which it has been hired, the Management Committee shall not be liable to the Hirer for any resulting loss whatsoever.
- 16 End of Hire** The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Committee shall be at liberty to make an additional charge.
- 17 Noise** The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly at night.
- 18 Stored Equipment** The Village Hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises.
- 19 No Alterations** No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without prior written approval. The Hirer shall ensure that no bolts, nails, tacks, screws, bits, pins, Sellotape or other like materials are driven or fixed into any part of the Hall.
- 20 Animals** The Hirer shall ensure that no animals except guide dogs are brought into the premises, other than by agreement of the Leigh Village Hall Management Committee. No animals are to enter the Kitchen at any time.
- 21 Fireworks** The Hirer shall ensure that no fireworks are let off in the Hall or within the grounds except by prior permission of the Leigh Village Hall Management Committee
- 21a Flying Lanterns** Under no circumstances will the launching or use of flying lanterns be permitted from within the Hall grounds. Debris left by flying lanterns is dangerous to local farm animals.
- 22 Films** The Hirer will abide by the British Board of Film Classification when any films are shown, especially in respect of showing films to minors.
- 23 First Aid & Fire Fighting Equipment** The Hirer shall be aware of the location of first aid kits and fire-fighting equipment.
- 24 No Rights** The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.
- 25 Damage to Property** Leigh Village Hall Management Committee reserves the right to make reasonable charges for any damage to the property incurred during the use of the Hall as covered by this Hiring Agreement. If in the event that any deposit does not cover these costs then an additional invoice will be raised.
- 25 Insure the event** The Village Hall may not be available because of an occurrence that renders it unfit. You will then be able to reclaim only the Hire Charge and Security Deposit for the event you booked, **not** any consequential expenses. You are strongly advised to take out your own insurance for the event.

Dated:		
Parties	Leigh Village Hall Represented by:	and: Name of Private Individual or Organisation

AGREED as follows:

1. In consideration of the hire fee, the Village Hall agrees to permit the hirer to use the premises subject to the considerations in this agreement.				
1.1	Date(s) required	Day(s)	Month	Note: for multiple bookings please write on a separate sheet and attach to this form
	Times required	From:	To:	

1.2	Leigh Village Hall (Registered Charity Number 301144)			
	Authorised representative			
	Address			
	Telephone numbers			

1.3	Hirer	Name & address of person agreeing on behalf of the individual or organisation at top of page:		
1.3a	Address			
		Contact telephone numbers		

1.3b	Name of organisation's authorised Representative to be present at event (if different from Hirer)			
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1.4	Hire Fee	£		
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1.5	Security Deposit if applicable	£		
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1.6	Premises - tick the required rooms in Leigh Village Hall	Main Hall	Committee Room	Kitchen
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1.7	Purpose/description of hiring:	Public?	Private?
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1.8	Is food to be prepared at the Hall as part of this event, using the kitchen cooking appliances?	Yes?	No?
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- 2 The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities. The times indicated below are the normal authorised opening times as authorised by the Leigh Village Hall Management Committee. Please confirm which licensable activities will take place at your event.
Please note the permitted opening times stated below can only be exceeded in exceptional circumstances where prior approval from the Leigh Village Hall Management Committee would be required.

Activities for which the Hall is licensed:		Authorised times for activity	Indicate activities to take place at your event
a	The performance of plays	<u>Not to exceed:</u>	
b	The exhibition of films		
c	Indoor sporting event		
d	The performance of live music	Monday - Thursday & Sunday	
e	The playing of recorded music		
f	The performance of dance	10 am UNTIL 11.30 pm	
g	Entertainments similar to those in (a-f)		
h	Making music	Friday & Saturday	
i	Dancing		
j	Entertainment similar to those in (h-i)		
k	The provision of hot food/drink after 11 pm	10 am UNTIL midnight	
l	The sale by retail of alcohol for consumption on and off the premises. See notes 2.1, 2.2 and 2.3 below)		

- 2.1 Sale by retail of alcohol must not take place outside the hours of 10 am to 11.30 pm Monday to Thursday and Sunday or 10 am to midnight on Fridays and Saturdays.
- 2.2 If the Leigh Village Hall Management Committee stipulates that you are to apply for a TEN, then you the hirer will be responsible for obtaining (see *signature block below*), signed permission from the person named at paragraph 1.2. This permission, if given, will allow you to apply to the Licensing Authority at WDDC for a Temporary Event Notice (TEN) approval. Failure to obtain permission will result in cancellation of the hiring without compensation because **there is a limit on the number of TENS which can be granted annually for any premises, which must be strictly monitored.** Lack of cooperation could affect future fundraising activities. (Note: if permission is given for you to apply for a TEN, then application forms are available for you to complete and submit to the Licensing Authority at WDDC along with a fee of £21.00).
- 2.3 The Hall does not have a licence with the Performing Rights Society for performance of copyright music.
- 2.4 Please note that setting up before your event and clearing up after it must take place within the licensed opening hours of Leigh Village Hall: **Monday to Saturday** 8 am to 1 am; **Sunday** 8 am to 11.59 pm.
- 3 The Hirer (or the Authorised Representative, if different) at 1.3 agrees to be present during the hiring of the Village Hall, and to comply fully with this Hire Agreement (see Conditions of Hire attached)
- 4 The maximum number of people allowed in the **Main Hall** is not to exceed **150 dancing/closely seated** or **100 with tables**. The **Committee Room** is not to exceed **30 closely seated** or **25 with tables**.

Signed by the person named at 1.2 above, duly authorised, on behalf of Leigh Village Hall's Management Committee:

Signature:	Date:
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Additional Signature of person at paragraph 1.2 above, giving approval for the person named at 1.3 to apply to WDDC FOR A TEMPORARY EVENT NOTICE (TEN):

Signature:	Date:
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Signed by the person named at 1.3a above or at 1.3 above, duly authorised on behalf of the organisation named at 1.3(b) above, where applicable. The person not to be under the age of 18:

Signature:	Date:
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HIRE CHARGE/CONFIRMATION OF PAYMENT				
	Amount to pay	Amount paid	Date paid	Signature
Hire charge				
Security deposit				

Conditions of Hire

These standard conditions apply to all hiring of the Village Hall. If the **Hirer** is in any doubt as to the meaning of the following, the **Hall Secretary or Booking Clerk** should immediately be consulted.

1 Use of Premises

The Hirer shall not use the premises for any purpose other than that described in this 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 onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof *nor allow the consumption of alcohol therein without written permission.*

In particular you must comply with the following actions:

- Before activating the front door's automatic operator ensure that all bolts to the doors are released.**
- All equipment used, including tables and chairs, to be stowed away. *Alternatively, arrangements can be made to stow equipment away later.***
- Any breakages are reported to the Committee.**
- Any audio-visual equipment is switched off and locked away as briefed by the Committee.**
- Taps are OFF in kitchen and lavatories.**
- The cooker and all other kitchen appliances, including the hot water urn, are OFF and kettles and other portable appliances DISCONNECTED from mains sockets. The exception is the refrigerator, which must be left ON.**
- All lights, except emergency and security lights are OFF. Note that the lights in the entrance hall and the front external light are operated by sensors and will switch off after a time delay.**
- Any internal doors and cupboards previously locked are relocked.**
- Everything is tidy and clean.**
- All rooms, including lavatories, have nobody left inside.**
- All exterior doors and windows are confirmed SHUT.**
- Ensure that the internal & external override switches and the bollards' switch (next to the fire alarm call point in the porch) are switched OFF.**
- On leaving, ensure that the front door is BOLTED before LOCKING.**
- Any defects or potential hazards are reported to the COMMITTEE.**

- 2 **Supervision** The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from any damage; and the behaviour of all persons using the premises, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. The Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

- 2a **Plan of Activities - Private Parties/Wedding receptions** Details of all activities planned and where in the Hall and/or grounds they will take place must be submitted for approval by the Management Committee one month before the event. No activity will be permitted at the event without the prior written approval of the Management Committee.

- 3 **Smoking** The Hirer shall, and shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. In particular, the Hirer shall ensure that a strict **NO SMOKING POLICY** inside the Hall is enforced. Any person who breaches this provision shall be asked to leave the premises. Any smoking outside and in the immediate vicinity of the Hall is to be controlled by the Hirer, having regard to pollution and fire risks, and any smoking debris shall be cleared away by the Hirer on completion of the period of hiring.

- 4 **Gaming, Betting and Lotteries** The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

- 5 **Public Safety Compliance** The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, and the Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

- 6 **Means of Escape** All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit. **In advance of an entertainment or play the Hirer shall check:** that all escape routes are free of obstructions and can be safely used and that no fire doors are wedged open; that exit signs are illuminated; that there are no obvious fire hazards on the premises.