

# Wytham Village Hall - Hiring Agreement

THE PARTIES TO THIS AGREEMENT ARE:

(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").

THEY **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 sub-clauses 1.1 to 1.6 below and the answers to the questions in sub-clauses 1.7 and clause 2 are terms of this agreement.

This Hire 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(S) OF BOOKING:

TIME SLOTS (9 – 5 and/or 5 – 11.45):

TYPE OF EVENT:

1.2 Wytham Village Hall

(a) Registered Charity No: 300100 – "*Wytham Village Hall and Recreation Ground*"

(b) Authorised Representative: Village Hall Committee

Address: Wytham Village Hall, Wytham, Oxford, OX2 8QN

Email address: [wythambookings@yahoo.co.uk](mailto:wythambookings@yahoo.co.uk)

1.3 NAME OF HIRER: .....

Organisation (if applicable) .....

Address: .....

Contact Telephone Numbers:

Email address:

1.4 Hire Fee: £

Deposit: £

[The Rate of Hire Fees are outlined on the website. The Hirer shall pay as deposit £100. For large event full weekend hire the deposit is £300.

The 'deposit' is not part of the hire fee. It will hold your booking until 6 weeks before the date of your event - when the hire fee is due. The 'deposit' will be returned promptly after the event on condition that the hall is left clean and tidy, that no damage has occurred]

The full hire fees are payable six weeks before the event for which the premises are hired (the deposit having been paid on the signing hereof).

This deposit will be refunded within 28 days of the termination of the period of hire provided that all terms and conditions have been met (please see point 20 of the Terms and Conditions document), that the hall is left clean and tidy, all rubbish is taken away, 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 hiring as a result of the hiring.

1.5 Commercial Use? Yes/No

1.6 Purpose/description of hiring

This will be a public/private 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:

Activities The hall is licensed for and Times for which the activity is licensed

**Indicate activities to take place at your event:**

- a. The performance of plays 07:00 – midnight YES/NO
- b. Indoor sporting events 07:00 – midnight YES/NO
- c. Boxing or wrestling entertainment 07:00 – midnight YES/NO
- d. The performance of live music 07:00 – midnight YES/NO
- e. The playing of recorded music 07:00 – midnight YES/NO
- f. The performance of dance 07:00 – midnight YES/NO
- g. Entertainments similar to e, f ,g above 07:00 – midnight YES/NO
- h. Making music 07:00 – midnight YES/NO
- i. Dancing 07:00 – midnight YES/NO
- j. Entertainment similar to those in i – j 07:00 – midnight YES/NO
- k. The sale of alcohol YES/NO**

2.1 Have you indicated at 2.k. that alcohol will be sold at your event?

**If YES the Hirer MUST obtain the consent of the management committee before applying to the licensing authority a Temporary Events Notice. Failure to do so 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. Lack of co-operation could affect future fundraising by the hall management committee and local voluntary organisations.**

2.2 Where a licensable event is to be held for which the premises are not licensed the hirer shall be responsible for obtaining such authorisation as may be needed.

2.3 The hall does not have a licence with the Performing Rights Society for the performance of copyright music

3. The Hirer agrees with the Village Hall to be in attendance during the hiring and to comply fully with this Hire 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.

I agree with the conditions of hire and have read and agree with the terms and conditions. I am aware that the deposit will be returned after the event on condition that the terms and conditions are met.

Signed by the person named at 1.3(c)

..... Date. ....

When complete please return to:  
Bookings  
Village Hall Committee  
16 Wytham  
Oxfordshire  
OX2 8QA