

**Milburn Village Hall**  
**Charity Number 523069**  
**Booking Agreement**

**Dated** .....

**Parties** (1) Milburn Village Hall named in 2.2 acting by its village hall committee.  
(2) The person or organisation named in clause 2.3 ("Hirer")

**Agreed** as follows: -

**1) Throughout this Agreement:**

1.1 The Village Hall named in clause 2.2 is referred to as "we", "our" is to be construed accordingly and "we" and "us" mean and include the village hall's charity trustees, employees, volunteers, agents, and invitees."

1.2 The person or organisation named in clause 2.3 is referred to as "you" and "your" is to be construed; accordingly, "you" also includes the members of your management committee (if appropriate), your employees, volunteers, agents, and invitees.

1.3 Where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Bookings Secretary or, if the Bookings Secretary is not available, any of our Charity trustees.

**2) In consideration of the hire fee described in clause 2.4, we agree to permit you to use the premises described in clause 2.5 for the purpose described in clause 2.6 for the period(s) described in clause 2.1. The details inserted in sub-clause 2.1 to 2.6 below and the answers to the questions in sub-clauses 2.7 – 2.11 and clause 3 are the terms of this Agreement. This Agreement includes the annexed Standard Conditions of hire and the Special Conditions of the hire (if any) set out in the attached Schedule.**

**2.1 Date(s) required.**

**Single event**

Start Date..... Start time of booking.....

End Date.....End time of booking.....

**Regular event**

Day(s) of week..... First booking date.....

Start time..... Last booking date.....

End time..... Total number of bookings.....

**2.2 Milburn Village Hall**

Registered Charity Number

**523069**

Authorised Representative

**Booking Secretary**

Address

**Milburn, Penrith, CA10 1DA**

Telephone number

**07811 580922**

Email address

**[deb.payton@talk21.com](mailto:deb.payton@talk21.com)**

## 2.3 The Hirer

Name.....  
Organisation (if any) .....  
Organisation's authorised representative (name).....  
Address.....  
Contact telephone number(s).....

## 2.4 Booking

Fee	£	.....
Advance deposit	£	.....
Refundable damages deposit	£	.....

The fee is payable on or before the start of a single event for which the premises are booked.

Regular events will be paid on an agreed basis.

We may ask the Hirer to make an advance deposit when booking.

We may ask the Hirer to pay a damages deposit. This will be refunded within 28 days of the termination of the period of use provided that the hall and its contents are left in a clean condition and no damage or loss has been caused to the premises or contents and no complaints have been made to us about noise or disturbance during the period of use as a result of the event(s).

## 2.5 Premises to be used.

Whole of hall	Yes/No
Part of hall (specify)	Main Hall/small hall/kitchen/storage area.
Storage of equipment (specify)	.....

## 2.6 Purpose/description of use

.....  
Will this event be Public/Private?

**2.7** Will tickets be sold for your event? Yes/No

**2.8** Is food to be provided at the event? Yes/No

**2.9** Is alcohol to be provided/sold at the event? Yes/No

**2.10** Will there be exhibition of a film? Yes/No

**2.11** Will live music be performed or recorded music played? Yes/No

**3.** You agree not to exceed the maximum permitted number of people per room including the organisers/performers.

- Main Hall
- Committee Room

**4.** The hall does not have a licence with the Performing Right Society (PRS) for the performance of copyright music from Phonographic Performance Licence (PPL).

**4.1** We have a Premises Licence authorising entertainment and the sale of alcohol. You hereby acknowledge receipt of a copy of the conditions of the Premises Licence and/or Operating Schedule for the premises, in accordance with which the hiring must be undertaken and agree to apply with all obligations therein. If we believe that a Temporary Event Notice (TEN) would be in our best interests for this hiring, we can require you to give notice of a TEN.

**4.2** We have a Premises Licence authorising regulated entertainment only. You hereby acknowledge receipt of a copy of the conditions of the Premises Licence and/or Operating Schedule of the premises, in accordance with which the hiring must be undertaken and agree to apply with all obligations therein.

- (i) You agree that if regulated entertainment, not covered by our Premises Licence is to be held you must obtain our consent to give notice of a TEN to the licensing authority. We will advise if a TEN is not needed.
- (ii) You agree to give notice of your intention to provide alcohol at the event and to give notice of a TEN to the licensing authority.

If you fail to comply with (i) or (ii) above, we will cancel the hiring without compensation. This is because there is a limit on the number of TENs that can be granted annually for any premises. Lack of co-operation could affect future fundraising by us and by local voluntary organisations.

#### **4.3 Additional Fee**

An additional fee for the use of the licence to sell alcohol will be made. The cost being £15.00.

Is alcohol to be provided at the event? Yes/No

#### **4.4 Additional Fee**

An additional fee for the use of the licence to show films will be made. The cost being £10.00.

Is the film to be shown at your events? Yes/No

**5.** The hall permits a maximum of **85** persons to use the hall when seated at tables and the Hirer must ensure that this number is not exceeded. When the stage is in use this number will be reduced. When users are not all seated at tables this number may be exceeded to a maximum of **100** persons. **The Hirer must ensure that fire exits are always kept clear.**

Please indicate your expected numbers.....

**After consultation with a fire expert the number of seated at tables needs to be adhered to for insurance purposes and regulations.**

**6.** You agree to be present (by your authorised representative, if appropriate) during the booking and to comply with this Agreement.

**7.** We and you hereby agree that the Standard Conditions of Use, together with any additional conditions imposed under the Premises Licence or that we deem necessary, form part of the terms of the Agreement unless we and you agree in writing.

**8.** 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.

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**Please tick the box to confirm you have read the following policies.**

**Safeguarding  
Health & Safety  
Complaints  
Data Protection  
Fire Safety**

Signed by the person named at **2.2** above, duly authorised, on behalf of the village hall committee.

.....

Signed by the person named at **2.3** above, or the person duly authorised on behalf of the organisation named at **2.3** above (where applicable)

.....

(Please note that signatures do not need to be witnessed.)

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**Please tick the box to confirm you have done your own Risk Assessment.**

**Please keep one copy of this Agreement and return a signed copy to the Bookings Secretary.**