

## KIRKSANTON VILLAGE HALL Hiring Agreement – 2019 Edition

**Please note** - On signing this agreement you are entering into a legal contract with Kirksanton Village Hall management committee.

### DATED

### PARTIES

- (1) Kirksanton Village Hall management committee
- (2) Name of 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 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 Hiring Agreement includes the annexed Standard Conditions of Hire and any Special Conditions of Hire.

#### 1.1 Date(s) required:

**From:**

**To:**

Day(s)

Frequency

Time required (Hours)

Preparation/clearing time (if more than 15 minutes)

#### 1.2 Village Hall

(a) Registered Charity No.

53839

(b) Booking officer:

Vicky Markendale

Address:

'Hamlet', 2 The Green, Kirksanton ,Millom,  
Cumbria LA18 4NZ

Tel. nos. and email:

01229 771680      Mobile: 07886867524  
Email: victoria\_markendale@yahoo.co.uk

#### 1.3 Hirer:

(a) Name

Address:

Tel. nos. and email:

(b) Organisation (if applicable)

(c) Authorised Representative  
(if applicable)

Address:

Tel. nos. and email:

#### 1.4 Hire Fee

£

**Returnable Key deposit**

£5

Hirer to collect key from Booking Clerk, and deposit in the village hall post box at the end of the hire period.

Equipment deposit

£

Security damage deposit (if applicable)

£

This 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.

**Commercial use?**

**Yes/ No**

If **YES**, payment of the hire fee and any deposit is due 4 weeks before the commencement of hire, together with a copy of insurance certificate confirming liability cover.

If **NO**, Booking Officer will advise if covered by the Village Hall's Hirer's Liability cover.

**Yes/No**

#### 1.5 Premises

Whole of Hall

If part of hall please specify

Storage of equipment

## 1.6 Purpose/description of hiring

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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:

	THE HALL IS LICENSED FOR	TIMES FOR WHICH THE ACTIVITY IS LICENSED	INDICATE ACTIVITIES TO TAKE PLACE AT YOUR EVENT
A	The performance of a play (indoors)	Monday to Sunday 7.30pm to 10.00pm	
B	Exhibition of films (indoors)	Monday to Sunday 3.00pm to 8.30 pm	
C	Indoor sporting event	Monday to Sunday 1.00pm to 8.00pm	
E	Performance of live music (indoors)	Monday to Sunday 7.00pm to 10.30pm	
F	Playing of recorded music (indoors)	Monday to Sunday 7.00pm to 10.30pm	
G	Performance of dance (indoors)	Monday to Sunday 1.00pm to 10.00pm	
H	Entertainment of a similar description to that falling within E,F, or G (indoors)	Monday to Sunday 1.00pm to 10.00pm	
I	Provision of facilities for making music (indoors)	Monday to Sunday 1.00pm to 10.00pm	
J	Provision of facilities for dancing (indoors)	Monday to Sunday 6.00pm to 10.00pm	
K	Provision of facilities for entertainment of a similar description to that falling within I or J (indoors)	Monday to Sunday 1.00pm to 10.00pm	

**2.1 Please note:** The hall is not licensed to sell or supply alcohol.

**2.2.** Where a licensable activity will take place, the Hirer hereby agrees to comply with all obligations outlined in the Premises Licence (as above). A full copy is available on the Village Hall internal noticeboard.

**2.3** Will alcohol be available at your event? **Yes/No**

If you answer **YES** to the above question, you will need to seek written permission from the management committee by completing the appropriate forms.

**2.4** The Hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers.

Room	Cabaret style capacity	Theatre style capacity	Standing capacity
Upper Main Hall	60	80	150
Lower room	25	35	50

**2.5** In order to hold a licensable activity on the premises or on part of the premises not covered by the village hall's Premises Licence, a Temporary Event Notice (TEN) will need to be given to the licensing authority.

The Hirer shall obtain the written consent of the management committee on the form provided for this purpose before giving the licensing authority a TEN. 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.

**3.** The Hirer (or its authorised representative, if appropriate) agrees with the Village Hall to be present 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 additional conditions imposed under the Premises Licence (Section 2) or that the village hall management committee deem necessary 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.

Signed and dated by the person named at 1.2(b) above, duly authorised, on behalf of the Village Hall's Management Committee

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Signed by the person named at 1.3(a) above or at 1.3(c) above, duly authorised, on behalf of the organisation named at 1.3(b) above ( where applicable), to confirm acceptance of terms and conditions of hiring.

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