

1 EATON BISHOP VILLAGE HALL HIRE AGREEMENT

All bookings are provisional until a completed and signed Hire Agreement form has been received, by the Bookings Co-ordinator and payment made.

1 HIRER

Name of Hirer/or Organisation:

Address:

Email address for invoicing:

Organisation Representative: Tel No:

2 DATES REQUIRED

Date(s) Required:

Time Required: From:To:

(One hour minimum unit of hire and setting up and clearing up must be included)

Purpose/Description of hiring

.....

3 VILLAGE HALL

Authorised Representative:

Address:

4 HIRE FEES

	Hall	Maximum Day Charge	Use of Kitchen Facilities (per day of use during hire)
	Per hour or part thereof		
Villager	£7	£70	£10
Non villager	£14	£140	£10
Damage/Cleaning Deposit per hire (refundable)	£30	£30	
Use of additional heating	By arrangement with the Management Committee		

Total Hire Fee: _____

Payment to be made by cash or cheque (made payable to Eaton Bishop Village Hall) to the Bookings Co-ordinator

Weddings – A deposit of 50% of the total hire charge is required at the time of booking with the balance being paid no later than one month prior to the wedding.

5 PREMISES

(Please circle answer)

Is food to be provided at the event?

Yes/No

Is alcohol to be available/sold at the event?

Yes/No (A license is required for the sale of alcohol)

Will a commercial third party be used ie bouncy castle, outside caterer, magic man

Yes/No

6 MAXIMUM NUMBERS

The maximum number of people permitted is 100 seated or 150 non-seated.

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

7 LICENCE

We have a Premises License authorising regulated entertainment only. You hereby acknowledge the conditions of the Premises License for the premises (displayed on the village hall noticeboard), in accordance with which the hiring must be undertaken, and agree to comply with all obligations therein.

Operating hours:

Monday to Saturday 11.00 to 01.00 hours – **Playing of music must stop no later than 12.30 am**

Sundays 11.00 to 22.30 hours for musical entertainment only

Sundays 19.00 to 22.30 hours for dancing where no admission charge is made.

- (i) You agree that if entertainment, not covered by our Premises Licence, is to be held you must obtain our consent to give notice of a TEN (Temporary Event Notice) to the licensing authority. We will advise if a TEN is not needed.
- (ii) You agree to give us 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.

You agree to be present (or your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.

8 AGREEMENT

By signing this Agreement you agree that you have read and fully understood the following (all available online at eatonbishopvillagehall.org):

1. Standard Conditions of Hire
2. Information Sheet
3. Health and Safety Handout
4. Privacy Statement

together with any additional conditions imposed under the Premises License, or that we deem, form part of the terms of this Agreement, unless we and you agree in writing. Hard copies of these documents are also available from the Bookings Co-ordinator.

Signed by the person named at (3) above, duly authorised, on behalf of the Village Hall

Signed by the person named at (1), duly authorised, on behalf of the organisation named above.