

SYRESHAM VILLAGE HALL

Main Road, Syresham, Nr. Brackley, Northants, NN13 5HE.



HIRE AGREEMENT AND CONDITIONS OF HIRE

KEY POINTS FOR HIRERS

- Before the Event:** Read, sign and observe the forms and conditions contained within;
Hirers providing alcohol must observe Licensing requirements;
Business Hirers must arrange their own Public Liability cover and provide a copy with the booking form;
Arrange to collect the key and alarm fob from the Village Shop.
- During the Event:** You are responsible for the hall, its environs and the safety of all Hall users and should observe emergency procedures set out on the Hall notice boards.
Ensure all Emergency Exits are open / unlocked.
Ensure good behaviour & minimise noise and nuisance to the neighbourhood.
- After the Event:** Leave the Hall swept, cleaned & tidy, in the condition you expect to find it and return furniture and equipment to its original location;
Ensure taps (kitchen and toilets), lights and electrical appliances are turned 'off';
Secure all windows and doors;
Set alarm, secure premises;
Return the key and alarm fob to the Village Shop.

“BOOKING FORM AND HIRE AGREEMENT”

HIRER’S COPY ~ RETAIN FOR YOUR RECORDS

RETURN ONLY A COPY OF THIS BOOKING FORM - COMPLETED - TO THE VILLAGE SHOP IN A SEALED ENVELOPE OR TO THE BOOKING CLERK AT 19, THE POUND, SYRESHAM, NN13 5HG, OR VIA E-MAIL TO syreshamvhbookings@gmail.com

This Agreement is between the Hirer and Syresham Village Hall Committee of Trustees.

HIRER’S DETAILS:

Name:

Organisation:

Address:
 Postcode:

Tel No.: Mobile:

E-Mail Address:.....

DETAILS OF HIRE:

Purpose

On (Date)

From To: (Time)

Charge Quoted £ Deposit Required £

Approx. Nr. Attending:

BACS Details (for return of deposits):

Account Name:

Account No.: Sort Code:

ALCOHOL:

Will Alcohol be Available: Yes No If Yes, See Condition 11 for Further Details

AGREEMENT:

1. I have read, understood and agree to be bound by the Syresham Village Hall Conditions of Hire and any further additional conditions specific to this individual hire; and confirm they are in my possession;
2. I agree to pay, in full, the sum indicated above for this hire by 14 days prior to this event, or the time indicated by the Booking Clerk, and to return the key and alarm fob to the Village Shop by the time agreed and to ensure that the Hall and it’s contents are returned in the condition in which they were found.
3. I have read and understood the Hall’s Privacy Notice at the end of this Booking Form.

FURTHER CONDITIONS:

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Signature of Hirer: **Date:**

Cheques should be made payable to ‘Syresham Village Hall’. If the Hirer is in doubt as to the meaning of this Agreement of any Conditions, please obtain clarification from the Booking Clerk before signing acceptance. The responsibility for familiarisation and compliance with statutory and legal matters remains with the Hirer.

“SYRESHAM VILLAGE HALL ~ CONDITIONS OF HIRE”

1. **Booking Deposit:** The Hirer may be required to pay a refundable deposit of up to £ 500.00 to secure the booking in addition to the hire fee. This deposit may be retained, wholly or in part, to cover the costs of additional cleaning (if the hall is not left as clean as it was found) or making good damage or loss.
2. **Hire Fee:** The Hirer should pay the full hire fee in advance 28 days before the event or on a date agreed beforehand and confirmed in writing on the form sent to the Booking Clerk. An additional charge for electricity may be made if higher electricity consumption is used, or the hirer over-runs the allocated booking period. An additional fee may be payable by the hirer for each hour or part thereof that the hall is still under the control of the hirer beyond the expiry of the arranged period.
3. **Indemnity:** The Hirer shall make good or pay the Committee for the full cost of replacement loss or repairs to the premises, its contents and environs as a consequence of the hiring.
The use of the premises are at the hirer's risk, and the hirer shall indemnify the Committee against all liability incurred towards any third party, or parties arising out of, or incidental to the hire of the facilities or equipment and due to the negligence or default of the hirer or persons or parties under his control.
Where the Hirer is a business, the Hirer is responsible for obtaining public liability insurance for the use of the hall, since the Committee cannot insure the Hall for commercial activities.
The Hirer is responsible for the users' possessions during the course of the hire.
The Hirer shall be responsible to the Committee for the cost of repair or replacement of any property belonging to the Village Hall which is damaged / destroyed during or in connection with the hire.
The Committee is insured against claims arising out of its own negligence.
4. **Booking Arrangements for New Serial Bookings:** A new serial bookings Hirer shall set out an agreement in writing with the Bookings Clerk to cover the financial aspects of the arrangement.
The Committee reserves the right to cancel a serial hiring agreement by giving 28 days' notice. If that happens, the Hirer shall be entitled to reimbursement of hire fees paid in advance and not yet expended. If the cancellation results from a breach of the hire conditions, the Committee may terminate all bookings without reimbursement with immediate effect.
5. **Use of Premises:** The Hirer shall not sub-let the Hall, allow any unlawful activity or bring into the hall or environs anything that might compromise Hall insurances, public health or cause nuisance; this includes a COMPLETE BAN on fireworks. Barbecues are also not allowed, unless written permission is given by the Booking Clerk.
6. **Cancellation:** If the Hirer cancels, a cancellation fee shall be charged, the amount of which shall be at the discretion of the Committee, and could be the entire hire charge, depending upon circumstances such as the length of notice given, the season and hire day(s) of the week.
The Committee reserves the right to cancel a booking if the hall is needed as a polling station, emergency shelter or similar, whereupon the hirer shall be entitled to a refund of monies paid.
The Committee shall in such an event be liable only for the hall hire fee and will not accept claims for consequential loss if the hall becomes unfit or not available.
7. **Refusal of Booking:** The Committee reserves the right not to accept a booking. No booking will be accepted from any person under 18 years of age.
8. **Health and Safety:** The Hirer is responsible for the Health & Safety of all persons attending the hall and its environs and is required to ensure full compliance with the Health & Safety Policy.
In the event of an emergency during the course of the hire, the hirer is responsible for notifying one of the emergency contacts without delay. In the event of any damage, accidents or other incidents that occur during the course of the hire, the hirer shall notify the Committee as soon as is reasonably practicable. All accidents are to be recorded in the accident book provided to allow the Committee to review all incidents.

9. **Safeguarding Children, Young People and Vulnerable Adults:** The Hire must ensure that any activities for children, young people and vulnerable adults are only provided by fit and proper persons in accordance with the Children's Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out required checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.
10. **Capacity and Legal Compliance:** The Hirer shall ensure that the maximum number of persons permitted on the premises is 325, 28 Meeting Room, 290 Main Hall (no furniture - 175 Seated), 7 Kitchen. Further details of capacities are included in the Health & Safety Policy depicting varying layout options.
The Committee does not accept any responsibility for ensuring that the Hirer is aware of the statutory regulations and other requirements in law that relate to all aspects of this letting.
11. **Alcohol:** If the Hirer intends to sell or supply alcohol at any event, the hirer must apply to the Licensee, The Village Hall Committee, for permission, for which a charge of £25 will apply and an additional form will be required to be completed and approved. The Hirer is responsible for ensuring that the person in whose name the Licence is issued, is on the premises at all times during the event.
N.B. Alcohol provided at a private party (an event that guests attend without making any form of qualifying payment) does not require a licence.
12. **Betting, Gaming and Lotteries:** The Hirer shall ensure that no betting, gaming, lotteries, bingo or other games of chance are permitted on the premises without the consent of the Committee of Trustees.
13. **Performing Rights (PRS) and Phonographic Performance Licenses (PPL):** The Hirer undertakes that the hall shall not be used for any performance of an objectionable nature or character. The Committee reserve the absolute right to stop any performance, dance or other function which is considered objectionable.
14. **Smoking:** The Hall is a smoke free zone and the hirer is to ensure that no person admitted by them be permitted to smoke on the premises (incl. the rear patio area), other than in the designated external area.
15. **Orderly Behaviour, Noise Nuisance:** The Hirer will ensure that noise from any event will be kept to an appropriate level in accordance with the conditions of the premises license, and that all doors and windows are kept closed to minimise noise for nearby residents. The hirer will also ensure that disturbance to nearby residents is minimised when guests leave the premises.
16. **Supervision:** The Hirer is responsible for providing adequate supervision of persons under their control during the course of the hire at the ratio of 1 adult per 20 users of the hall.
Only Licensed persons may act as door staff. Supervision staff must comply with the requirements of the SIA and Licensing Authorities at all times.
17. **Car Parking:** The Hirer shall ensure proper supervision of car parking arrangements to minimise inconvenience to other road users and the Halls' neighbours. The Hirer shall impress upon users the need to depart quietly ~ particularly at night.
18. **Condition of Premises:** The Hirer shall leave the Hall, Kitchen, Lavatories, environs and other areas swept, cleaned and tidy. Place refuse in the outside bins provided or otherwise remove from the premises entirely. Ensure that all electrical appliances and water taps in the kitchen and toilets are turned off and windows and doors are secured. Return key and alarm fob to the authorised key-holder from whom it was obtained.
19. **Inspection and Closure:** The Committee reserves the right to visit the hall during any hire for the purposes of ensuring that these conditions are being strictly adhered to. The Committee reserve the right to close the premises, and / or take such action that may be deemed necessary in respect of underage drinking, drunkenness, drug use, noise or general disorder.

20. **Privacy Notice:** Syresham Village Hall uses personal data for the purposes of (a) managing the hall, (b) it's bookings and finances, (c) running and marketing events at the hall, (d) staff employment and (e) fundraising activities. Data may be retained for up to 7 years for accounts purposes and longer where required by insurers. If you would like to find out more about how we use your data and the information about you that we hold, please contact the Chairman of Syresham Village Hall. Any data held will not be shared with any other person / organisation without seeking your express consent.
21. **Bouncy Castles:** The Hirer may arrange for a bouncy castle to be placed within the hall. It has been agreed that the maximum height for a bouncy castle is 10ft. The Hirer is responsible for ensuring that the company providing the bouncy castle has full and appropriate insurance for the duration of the event and that health and safety around the use of a bouncy castle is complied with in full.
22. **Use of Stored Equipment:** The Hirers are only permitted to use the tables, chairs and sound system from the storage room. All other items within the storage rooms are personal property belonging to individuals or other organisations and must not be used by any other hirer than their owner (s). This is also the case for the kitchen items; any items labelled as belonging to a regular group / organisation of the hall must not be used by any other hirer. All crockery, cupboards and food stuffs etc... are clearly labelled.

HALL EMERGENCY CONTACTS:

Mrs. Christina Munsey (Chairman)

(01280) 850424

(07526) 641164

Mr. Gary Mitchell (Booking Clerk)

(07952) 400575

Mr. Adam Jeskins (Licensing / Health & Safety)

(07711) 971709

Mrs. Gillian Swinford (Treasurer)

(01280) 850350