

CHACOMBE VILLAGE HALL, THORPE ROAD, CHACOMBE, OX17 2JA
MANAGEMENT COMMITTEE HIRING AGREEMENT FORM

This agreement is made on the date below and is between the Committee and the Hirer, subject to the payment of the hiring fee, detailed below, and the acceptance of the terms overleaf.
All parts of this document (except those marked with asterisks) must be completed and the form then returned to the Booking Secretary, with any Booking Fee or confirmation of payment, before bookings can be confirmed (see payment options below).

Booking Reference no. {Surname and booking date} _____

Name of Hirer: _____

Name of Organisation (if applicable) _____

Address of Hirer: _____

Contact Tel. No. _____ Email: _____

Date(s) of Hiring – from: _____ to _____ Time Hall required: **From** _____ **To** _____

(Please include setting up and tidying up time, so we can ensure access to the Hall)

Official time of event: **Start** _____ **Finish** _____

Purpose of Hire: _____
(if deemed to be Regulated Entertainment, a Temporary Events Notice will be required – see sale of alcohol terms below)

Will alcoholic drinks be served? **Yes** **No** **Sold?:** **Yes** **No**
(Please tick as appropriate) (If alcohol is to be sold, Hirers must obtain a
Temporary Events Notice from West Northamptonshire Council)

Will amplified music be played? (see notes overleaf) **Yes** **No** (please tick)

Supervision

- The Hirer, or his/her representative, must be present throughout the period of hire. This representative must be over 21 years of age.
- Please provide the following information (if relevant):

Name of nominated representative	
Address	
Telephone number	

- In order to ensure the proper supervision of the premises, the behaviour of all persons present, and for safety in the event of an emergency, TWO further Stewards must be nominated for all hires where 30 or more persons are to be present in the Hall. These persons must be over 21 years of age. Stewards should acquaint themselves with all Fire Exits and Fire Procedure notices as posted in the Hall.

Names of Nominated Stewards:

<u>1.</u>
<u>2.</u>

The conditions below must be read by the Hirer and, it is strongly recommended, by the Nominated Representative and Stewards. By signing this agreement you acknowledge your understanding and acceptance of these conditions.

Signature of Hirer: **X** _____ **X** Date: **X** __ **X**

CONDITIONS OF HIRE:

COVID or OTHER PANDEMIC RESTRICTIONS

The Hirer is required to follow Government advice on the appropriate restrictions in force at the time of hire concerning the use of the Hall. Should the Management Committee require any specific restrictions to be followed as a condition of hiring the Hall, these will be explained prior to the signing of the Agreement

ALCOHOL

The Management Committee will require a copy of your Temporary Events Notice licence for Regulated Entertainment and/or to sell alcohol at least 5 days before the event is to be held.

FIRE SAFETY

The hirer is responsible for determining the numbers of people that are attending their event when using the hall, and is responsible for evacuation of all persons in the premises in the event of fire or other occurrence where evacuation is necessary.

Please note that candles / burners and other naked flames are prohibited in the premises at all times.

INSURANCE

Although the Village Hall has insurance for Public Liability (see Notice Board) it is the responsibility of event organisers to complete a Risk Assessment for their own insurance purposes.

KEYS

There is an electronic Key Safe by the main door of the hall and a code to access the key will be provided on confirmation of payment a week ahead of the event. Simply enter the code, pull the front down and remove the key to open the door. The key safe will lock automatically when closed. Repeat the process to return the key to the safe after ensuring the hall is locked when you finish.

BEFORE YOU LEAVE PLEASE ENSURE YOU TURN OUT ALL THE LIGHTS INCLUDING THOSE IN THE TOILETS. The heating (control switch just inside the double internal doors) turns off automatically.

KITCHEN – all items and used must be cleaned and returned to the appropriate storage

The crockery and cutlery and tea urn are free to use on the premises but chargeable if hired for use away from the hall (see Hiring Charges sheet)

Tables (stored under stage on trolleys) and chairs (stacked against end wall) also free to use on the premises but chargeable if hired for use away from the hall (see Hiring Charges sheet)

PAYMENTS The full hiring fee is payable by a minimum of one week prior to the date of hire

The fee preferably should be paid by bank transfer and we will supply the account details on receipt of the Hiring Agreement. If a bank transfer is not possible, payment may be made by cheque payable to "Chacombe Village Hall" or exceptionally in cash. Receipted invoices for the fees paid are available on request.

A Booking Fee / Damages Deposit, in addition to the Hiring Fee as confirmed in the accompanying/subsequent correspondence, may be required for a single event hiring, which is payable on completion of this agreement should it be required. 50% of this fee is non-refundable in the event of cancellation of the booking within one week of the hire date (subject to Management Committee discretion in exceptional circumstances). Otherwise, it will be refunded in full to the hirer, subject to the Hall being left in a clean condition after the event, and no damage having occurred to the Hall or its contents.

AMPLIFIED SOUND SYSTEM

- All amplified music equipment **MUST** be plugged in through the power points located on the wall at the back of the stage, which are controlled by the Noise Limiting Device. No other connections are permissible.
- Should a member of the Management Committee, acting as a Steward, find that this condition is not being fulfilled and music is being played other than through the Noise Limiting Device, **THE EVENT WILL BE CURTAILED IMMEDIATELY.**
- All windows and doors must remain closed. Ventilation is provided by extractor fans.
- A NOISE PREMIUM OF £100 is required for all bookings at which amplified music will be played. This is payable on completion of this agreement and will be returned in full, one week after the booking, provided no breach of the conditions relating to the use of the Noise Limiting Device is reported.

Please return the completed form and payment / confirmation of bank transfer by

email to chacombevhbkg@gmail.com

If necessary call Tricia Rolph on 01295 710801 or Bob Blake on 07771 997140

The decision of the Management Committee is final in all matters affecting the Hall.