



CLAXTON AND CARLETON ST PETER VILLAGE HALL

HALL HIRING AGREEMENT

This agreement is made on the date (1) and between the Management Committee (2) and the Hirer (3) named below whereby in consideration of the sums mentioned (4):

The Committee agrees to permit the Hirer to use the premises (5) for the purpose (6) and for the periods (7) all described below:-

1. Date _____

2. For the Village Hall Management Committee

3. The Hirer _____

Address : _____

Tel No: _____ E-mail: _____

4. Hiring Fee (payable in advance) £ _____

(£8 per hour, £30 morning or afternoon, £45 evening, and £100 all day)

**Cheques to be made payable to CLAXTON AND CARLETON VILLAGE HALL COMMITTEE
and sent to**

**Mrs J Bissonnet, Duck Cottage, 3 Ferry Road, Carleton St Peter, Norwich NR14 7AY
Tel: 01508 484081, e-mail: jobissonnet@gmail.com**

**BACS payments to Sort Code 20-62-68 and Account No 10833002
(please include Hirer's name for identification purposes)**

5. Premises: The Village Hall - with/without the bar (please delete as appropriate)*
(can be discussed with the booking agent or booked direct with the Social Club)

6. Purpose of the hiring _____

7. Date and times of hiring _____

The Hirer undertakes to observe and perform the provisions and stipulations contained or referred to in the Committee's 'Standard Conditions of Hire' for the time being in force and reproduced on the reverse of this agreement (an understanding of which the Hirer acknowledges).

Signature: _____



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STANDARD CONDITIONS OF HIRE

1. THE HIRER will, during the period of the hiring, be responsible for the supervision of the premises, the fabric and contents, their safety from damage however slight, or change of any sort, and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the public highway.
2. THE HIRER shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring anything onto the premises which may endanger the same, or any insurance policies in respect thereof, nor allow the consumption of any alcoholic liquor thereon without the Trustees' permission.
3. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the fire authority, the local magistrates court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
4. THE HIRER shall indemnify the Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of hiring as a result of the hiring.
5. IF THE HIRER wishes to cancel, the Committee must be advised, ideally, one month before the date of the hiring. In all other cases the question of repayment of the hire fee shall be at the discretion of the Committee.
6. AT THE END of the hiring, the hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Committee shall be at liberty to make an additional charge.

A private arrangement can be made between the hirer and the Hall cleaner to complete this condition. Please ask for details.

7. THE COMMITTEE RESERVES the right to cancel this hiring in the event of the Hall being required for use as a polling station for a parliamentary or local government election or by-election, in which case the hirer shall be entitled to a refund of any monies already paid.
8. IN THE EVENT of the Hall or any part of the Hall being rendered unfit for the purpose for which it has been hired the Trustees shall not be liable to the hirer for any resulting loss or damage whatsoever.
9. SMOKING - under the Smoke-free (Premises and Enforcement) Regulations 2006, this building is designated **"NO SMOKING"**. It is the hirer's responsibility to ensure that smoking does not take place on the premises for the duration of the hire. The hirer is liable for any breach of the regulations during the period of hire.
10. Any electrical equipment brought onto the premises by the hirer must be in a sound state of repair and hold a current **'PAT'** certificate or safety guarantee.

THE HIRER SHOULD READ THIS DOCUMENT CAREFULLY