|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date:  **Erpingham with Calthorpe Village Hall**  **HIRE AGREEMENT** |  | |  |  | | | | |
|  | |  |  |  | | | | |
| 1.1 | |  | | | | | | |
| **The Parties:** | | **The Erpingham with Calthorpe Village Hall Management Committee**    **And the Hirer:** | | | | | | |
|  | |
| **Day** | | **Month** | | |  |  | | |
| 1.2 Village Hall | |  | | |  |  | | |
| (a) Registered Charity No: | | **1009281** | | | | |  |  |
| (b) Authorised Representative | |  | | | | |  |  |
| Address | |  | | | | |  |  |
| Telephone Number | |  | | | | |  |  |
|  | |  | | | | |  |  |
| 1.3 Hirer: | |  | | | | |  |  |
| (a) Name | |  | | | | |  |  |
| (b) Organisation (if any) | |  | | | | |  |  |
| Address | |  | | | | |  |  |
| Contact Telephone Numbers  Email  Mobile: | |  | | | | |  |  |
| 1.4 | |  | | |  |  | | |
| Hire Fee | |  | | |  |  | | |
|  |  | | |
| Kitchen Hire Fee | |  | | |  |  | | |
|  |  | | |
| Deposit **\*** | |  | | |  |  | | |
|  |  | | |
| Balance **\*\*** | |  | | |  |  | | |
|  |  | | |
| Security Deposit **\*\*\*** | |  | | |  |  | | |
|  |  | | |
| **\* The Hirer shall pay as deposit at least one third of the cost of the booking.**  **\*\* The balance of the booking fee plus a security deposit (where required) is payable at least one week before the event for which the premises are hired (the deposit having been paid on the signing hereof)**  **\*\*\* The security 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 about noise or other disturbance during the period of the hiring as a result of the hiring.** | | | | | | | | |

|  |  |
| --- | --- |
| **1.5** Purpose/description of hiring: |  |
|  | **This is to be a public/private event (please delete as applicable)** |
| Is food to be provided at the event? | **YES / NO (please delete as applicable)** |

Is alcohol to be consumed?

**YES / NO (please delete as applicable)**

1. Licences:
   1. **The Village Hall** has a limited licence (please see copy attached)
   2. Where a licensable activity takes place, **The Hirer** hereby acknowledges receipt of a copy of the conditions of the Premises licence in accordance with which the hiring must be undertaken and agrees to comply with all obligations therein.
   3. **The Hirer** shall be responsible for obtaining such additional licences as may be needed whether for the sale or supply of intoxicating liquor or for performing rights. This includes temporary events notice where the existing licence is exceeded
2. **The Hirer** agrees with the **Village Hall** to be present during the hiring and to fully comply with the terms of the Hire Agreement
3. It is hereby agreed that the Standard Conditions of Hire (attached) together with any additional conditions imposed under the Premises Licence (see 2.3 above) 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**
4. 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

As Witness the hands of the parties hereto:

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

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]

*Please note that these signatures do not need to be witnessed*

**Bank Details : Barclays Bank A/C No. 10149071 Sort Code 20-03-26 or**

**Cheque payable to: Erpingham with Calthorpe Village Hall Management Committee**

**Please quote Invoice No when making payment.**