

# Blymhill and Weston under Lizard Village Hall



## HIRING AGREEMENT

### 1. Hirer:

Name [if individual] .....

Address.....

Organisation [if applicable].....

Name of Organisations Authorised Representative;.....

Telephone Number.....Home ..... Mobile

Please provide a brief description of what the booking is required for.....

### 2. Date(s) Required:-

Day..... Date.....

Approximate numbers.....

Time Required:-

From..... To.....

Total Hours needed .....

½ hour either side of booking times is allowed for setting up and clearing away free of charge.

3. Hiring Fee: £..... (Refer Hiring Charges & below to Calculate the Total Fee)

**Important please Note. A NON REFUNDABLE DEPOSIT OF £20 APPLICABLE WITH BOOKING FORM**

All hire fees must be paid before the booking date. Cheques payable to Blymhill and Weston Village Hall Events costing less than £50 a £50 refundable damages deposit will be required (separate cheque please) Events costing over £50 a £100 refundable damages deposit will be required (separate cheque please). The Hall has a limit of 150 persons

### Damages Deposit Required With Booking Fee

Hall Fee Payable Two Weeks Before Use Of Hall . The hirer will be liable for damage or breakages incurred during their booking period. This liability will extend to £100.

4. Premises:	Main Hall	YES/NO	Members Lounge	YES/NO (Additional £40 cost per booking. Only available when booked with the Main Hall and the Bar. Only open for use at same time as Bar).
	Meeting Room	YES/NO		

5. Purpose of Hiring	Private event.	YES/NO.	Public event	YES/NO	Commercial Use	YES/NO
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6. Kitchen	Will the kitchen facilities be required	YES/NO	(Included at no extra cost)
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7. Bar	Will the bar facilities be required	YES/NO	(Additional £25 cost per booking. Includes Bar Staff).
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Bar needed from..... To.....

**(Please note, our licence is from midday until midnight )**

The Hirer must leave the Hall in a clean and tidy condition, with all rubbish removed to bins. The cost of extra cleaning or rubbish removal will be charged in accordance with our Standard Conditions of Hire.

## 8 Licences

The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. Please confirm which licensable activities will take place at your event:

Activity	The hall is licensed for Indicate activities to take place at your event	(must be completed by the hirer)
a. The performance of plays	Yes	
b. The exhibition of films	Yes	
c. Indoor sporting events	Yes	
d. Boxing or wrestling entertainment	No	
e. The performance of live music	Yes	
f. The playing of recorded music	Yes	
g. The performance of dance	Yes	
h. Entertainments similar to those in a – g	Yes	
i. Making music	Yes	
j. Dancing	Yes	
k. Entertainment similar to those in i – j	Yes	
l. The provision of hot food/drink after 11pm	No	
m. The sale of alcohol	Yes	

If you have you indicated at item 7 and ‘m’ above that alcohol will be required at your event then it must be understood that alcohol may only be purchased using the services specified on the Premises Licence. Details may be obtained from the Bookings Secretary. **Only alcohol purchased from the Village Hall may be consumed on the premises.**

Where a licensable activity will take place, the hirer is advised that there is a copy of the conditions of the Premises Licence on display in the Main Hall or can be obtained from the Caretaker. The hirer agrees to comply with all obligations therein.

In order to hold a licensable activity on the premises or on part of the premises not covered by the hall’s Premises Licence or where the hall does not have a Premises Licence, a Temporary Event Notice (TEN) will need to be given to the licensing authority. The Hirer shall obtain the written consent of the management committee on the form provided for this purpose before giving the licensing authority a TEN. Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENs which can be granted annually for any premises. Lack of co-operation could affect future fundraising by the hall management committee and local voluntary organisations.

Dishwasher :- if using the dishwasher, please follow all the instructions **and leave it drained and clean.**

The Hirer agrees to be present during the hiring and to perform the provisions and stipulations contained or referred to in the Committee’s “Standard Conditions of Hire”.

It is hereby agreed that the Standard Conditions of Hire form part of the terms of the Hiring Agreement unless specifically excluded.

**Signed by the Hirer I have read and agree with the Conditions of Hire**

Signed \_\_\_\_\_ Date \_\_\_\_\_

This agreement is made between the Committee and the Hirer named, whereby, in consideration of the sum(s) mentioned. The Committee agrees to permit the Hirer to use the premises for the purpose and for the period(s) described above. Please return completed form, signed, with deposits to:-

**Mrs D Dabbs, The Poultry House, Weston under Lizard, Shifnal, Shropshire. TF118LD**