

# Saltwood Village Hall (The Robert Thompson Charities of Saltwood)

## Users' Hiring Agreement

DATED .....

PARTIES (1) Saltwood Village Hall

(2) .....

(1) The Village Hall named in clause 2.2 acting by its board of trustees.

(2) The person or organisation named in clause 2.3.

**AGREED** as follows:

### 1. Throughout this Agreement:

- the Village Hall named in clause 2.2 is referred to as “we”; “our” is to be construed accordingly and “we” and “us” mean and include the Village Hall’s charity trustees, employees, volunteers, agents and invitees
- the person or organisation named in clause 2.3 is referred to as “you”; and “your” is to be construed accordingly; “you” also includes the members of your management committee (if appropriate), your employees, volunteers, agents and invitees
- where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Bookings Secretary or, if the Bookings Secretary is not available, any of our charity trustees.

**2.** In consideration of the hire fee described in clause 2.4, we agree to permit you to use the premises described in clause 2.5 for the purpose described in clause 2.6 for the period(s) described in clause 2.1. The details inserted in sub-clauses 2.1 to 2.6 below and the answers to the questions in sub-clauses 2.7 to 2.11 are terms of this Agreement. This Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

### 2.1 Date(s) required:

Dates from: to:

Note: For Regular Users, specific dates will be agreed in advance each quarter with the Bookings Secretary and will be confirmed in the invoice issued to the User.

Time required from: to:

Note: Regular Users are allowed 15 minutes additional time to each booking to set up and clean the hall, which will not be charged.

### 2.2 Saltwood Village Hall (The Robert Thompson Charities of Saltwood)

(a) Registered Charity No. 209220

(b) Authorised Representative: Alex Giddings (Bookings Secretary)

Phone: 07810 786303 Email: [enquiries@saltwoodvillagehall.co.uk](mailto:enquiries@saltwoodvillagehall.co.uk)

## **2.3 Hirer:**

(a) Name:

(b) Organisation:

(c) Name of Organisation's Authorised Representative:

Address:

Telephone Numbers & Email:

## **2.4 Hire Fee**

### **(a) Occasional Users**

Hire Fee £

Damage Deposit £

We will email to you this agreement and request that you reply confirming that you agree to our terms and conditions. Following receipt of your emailed confirmation, we will invoice you and require payment of the Hire Fee and Damage Deposit in full, within 15 days of receipt of our invoice, in order to secure your booking.

We will refund the Damage deposit 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 us about noise or other disturbance during the period of the hiring as a result of the hiring. The hall and grounds must be left clean, tidy, undamaged, all rubbish removed, contents left in their usual positions, and the hall properly locked and secured (unless directed otherwise).

Total payable including Damage Deposit £

### **(b) Regular Users**

Hourly fee rate: £

Bookings are made in blocks according to dates specified in 2.1 (Booking period - usually 3 months) and payment may be made in instalments on agreement with the Bookings Secretary. Payment of the full amount before the start of the booking period have a 5% discount applied.

## **2.5 Premises**

Whole of Village Hall (exclusive use): Yes/No

If part of hall please specify:

Main hall and cloakrooms: Yes/No

Main hall, cloakrooms and kitchen: Yes/No

(as long as any user in the Grange Road Room is agreeable to access to kitchen at a mutually convenient time)

Grange Road Room (includes kitchen): Yes/No

Storage of equipment: No charge.

## 2.6 Purpose/description of hiring

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3. You agree not to exceed the maximum permitted number of people per room including the organisers/performers:

Main hall: 250 close seated; 230 dancing; 115 seated at tables; 140 seated/dancing;  
84 exhibition.

Grange Road and Rectory Lane rooms: 25 close seated; 20 dancing; 10 seated at table;  
15 seated/dancing; 10 exhibition.

4. The hall has a licence, TheMusicLicence, from PPL PRS.

4.1 We have a Premises Licence authorising regulated entertainment only. You hereby acknowledge receipt of a copy of the conditions of the Premises Licence and/or Operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agree to apply with all obligations therein.

- (i) You agree that if regulated entertainment, not covered by our Premises Licence, is to be held you must obtain our consent to give notice of a Temporary Event Notice (TEN) to the licensing authority. We will advise if a TEN is not needed.
- (ii) You agree to give us notice of your intention to provide alcohol at the event and to give notice of a TEN to the licensing authority.

If you fail to comply with (i) or (ii) above, we will cancel the hiring without compensation. This is because there is a limit on the number of TENs that can be granted annually for any premises. Lack of co-operation could affect future events being held in the hall.

5. You agree to be present (or your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.

6. We and you hereby agree that the Standard Conditions of Hire, and WiFi Standard Conditions of Hire if applicable, (both available on the Saltwood Village Hall website), together with any additional conditions imposed under the Premises Licence or that we deem necessary form part of the terms of this Agreement unless we and you agree in writing.

7. 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.

Signed by the person named at 2.2(b) above, duly authorised, on behalf of the Village Hall.

Signed by the person named at 2.3(a) above or at 2.3(c) above, duly authorised, on behalf of the organisation named at 2.3(b) above, where applicable.