**POULTON VILLAGE HALL**

**Cricklade Street, Poulton, GL7 5HS**

**HIRE AGREEMENT**

**NAME OF HIRER ……………………………………………………………………………………………………..**

**CONTACT ADDRESS ……………………………………………………………………………………………………..**

 **……………………………………………………………………………………………………..**

**TELEPHONE NUMBER/EMAIL …………………………………………………………………………………………………….**

**FUNCTION TO BE HELD ……………………………………………………………………………………………………..**

**NUMBERS ATTENDING ……………………………………………………………………………………………………..**

**(max. 100 standing or 80 seated including organisers/performers unless restricted by any Special Conditions such as during Covid-19 – refer to Additional Conditions document)**

**IS FOOD BEING PROVIDED ……………………………………………………………………………………………………..**

**DATE OF HIRE ……………………………………………………………………………………………………..**

**TIME FROM/TO ……………………………………………………………………………………………………..**

**NUMBER OF HOURS ……………………………………………………………………………………………………...**

**HOURLY CHARGE ……………………………………………………………………………………………………..**

**TOTAL CHARGE ..…………………………………………………………………………………………………..**

**The fee is payable on or before the date of the event. Payment details overleaf**

**In signing this form the hirer agrees to be present during the hiring and to comply with all conditions of hire set out in the Standard Conditions of Hire (set out in this document) and any Special Conditions of Hire of which they have been given a copy together with the Licensing Conditions shown overleaf. The Hirer agrees to sign the Health & Safety checklist on or before the date of hire to acknowledge their understanding and agreeing to all health and safety and fire requirements. In the case of regular users this should be done on the first date of hire**

**It is hereby agreed that the Standard Conditions of Hire and Licensing Conditions (overleaf) together with any Special Conditions of Hire which may be required from time to time and the signing of the Health and Safety Checklist form the terms of this hiring agreement**

**SIGNATURE OF HIRER ……………………………………………………….. DATE ……………………………………………..**

**SIGNATURE ON BEHALF OF VILLAGE**

**HALL MANAGEMENT COMMITTEE …………………………………………………………………………………………………**

**At the end of all events please ensure the hall is left clean and tidy and all electrics and heating are turned off and any items moved are returned to their former places. All rubbish to be taken away.**

**Licensing Conditions**

**The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities between 09.00 and 23.45 (01.00 NY Eve). Please indicate by a tick which licensable activities will take place at your event:**

 **Performance of Plays ………………………..**

 **Exhibition of Films ………………………..**

 **Indoor Sport/Fitness ………………………..**

 **Live Music Performance ………………………..**

 **Playing of Recorded Music ………………………..**

 **Performance of Dance ………………………..**

 **Fund Raising or Private Events ………………………..**

 **Sale of Alcohol (09.00 – 23.30) ………………………..**

**The Retail sale of alcohol for consumption on the premises is permitted just before, during and just after an organised social function. Alcohol is not for sale at any other time**

**Payment Details**

**Payment is due on or before the date of the event. Late payment could result in the Hirer being refused the use of the hall in the future.**

**If payment is made by cheque the Hirer shall write the appropriate bank card number and his/her address on the reverse and have the card available for inspection if asked. Cheques should be made out to Poulton Village Hall**

**Payment may be made electronically using the following bank details:**

**Bank Lloyds**

 **Account No. 02320531**

 **Sort Code 30-92-06**

 **Name of the Account Poulton Village Hall**

 **Please quote Hirer’s surname as a reference**

**.**

 **25.02.21**

**POULTON VILLAGE HALL**

**STANDARD CONDITIONS OF HIRE**

**From time to time it may be necessary to introduce additional Conditions of hire. In this event you will be given a copy of those Conditions in addition to the Standard Conditions**

**By signing the Hire Agreement the Hirer agrees to be responsible for the following:**

**General**

1. The Hirer must be over 18 years of age and must be present throughout the period of hire. The premises shall not be used for any purpose other than that described in the Hire Agreement

2. The Hirer shall be responsible for the behaviour of all his/her guests in all parts of the building and outside areas open to them. A maximum of 80 seated people or 100 standing people is permitted including organisers and performers

3. The Hirer must ensure that they or the Village Hall holds the relevant licence for any licensable activities planned and that these activities are noted on the Hire Agreement

3 The Hirer shall be responsible for ensuring that all areas of the hall, including kitchen equipment and toilets, are left clean and tidy at the end of a booking, floor swept and all furniture returned to its original place.

All decorations and rubbish must be removed from all areas of the hall and outside areas. All lights (including outside) and electrical appliances (water heater in kitchen and toilets, dishwasher, kettle) to be switched off prior to vacating the hall. The hall should be properly locked unless directed otherwise

4. Any failure of equipment should be reported

5. The key must be returned after each hire ready for the next hirer

**Health & Safety**

It is the responsibility of the Hirer to ensure that he/she has read, understood and signed the Health & Safety Checklist, particularly in relation to fire and that all relevant people have been made aware of the guidelines and what to do in an emergency

**Alcohol, Drugs & Smoking**

The consumption of alcohol is only permitted when the Hirer has indicated this on the signed Hire Agreement. No person under the age of 18 shall consume alcohol on the premises including the outside areas. Excessive consumption of alcohol shall be avoided.

There is no smoking permitted inside the hall

No illegal drugs may be brought on to the premises either inside the building or outside

**Kitchen & Food Hygiene ygeneHy**

The kitchen may be used for the reheating of food but not for the preparation and cooking of food.

The Hirer shall observe all relevant Food Health & Hygiene Regulations particularly in relation to storage. The kitchen is provided with a fridge and a thermometer. The fire hatch between the kitchen and the hall should be kept closed when not in use and closed at the end of the hire period.

**Damage/Loss**

During the period of hire the Hirer shall be responsible for the fabric and contents of the premises and outside area. The Hirer shall make good or pay for all damage (including accidental damage) to the premises and outside area or the fixtures, fittings and contents and for the loss of contents incurred during the hire

**Electrical Appliances**

Any electrical appliances brought in for use on the premises shall be safe, in good working order and used in a safe manner. Where a residual circuit breaker is provided the hirer must make use of it.

No alterations shall be made to electrical circuits or fittings

No unauthorised heating appliances shall be used on the premises without the consent of a member of the Management Committee

**Children**

No unaccompanied children under the age of 12 are allowed in the kitchen

In relation to activities for children under 8 or vulnerable adults the hirer shall provide the Management Committee with a copy of their DBS and Child Protection Policy on request

No children shall be allowed to play or jump on the stage

Children shall be restricted from viewing age-restricted films

**Accidents**

Any accident involving injury must be reported as soon as possible to a member of the Management Committee. The relevant section in the Village Hall Accident Book must be completed. The Accident Book and First Aid Kit is to be found in the bottom drawer in the kitchen unit marked with a Green Cross.

**Animals**

No animals, with the exception of assistance dogs, shall be brought into the hall.

**Decorations**

No tape, sticky pads, nails, screws or pins may be used in the hall. Hooks have been provided for decoration.

No flammable decorations or fireworks shall be used in the hall.

**Hirer’s Property**

The Management Committee of the hall bears no responsibility for the loss or damage to the property of the Hirer or his/her guests or for third party claims arising from anything introduced into the hall by the Hirer

**Commercial Discos**

Bookings for commercial discos must be by ticket only sold prior to the event. No tickets are to be sold at the door

**Payment & Cancellation**

Details relating to payment are on the Hire Agreement

25.02.21