

Barnham Broom Village Hall Private Hire Agreement

1.1 Date & Time of Hire Period

Date(s) Required:

Times Required:
(please indicate both start & finish times)

1.2 Barnham Broom Village Hall

(a) Registered Charity No: 303899

(b) Authorised Representative: Tony Baker - 07702 367800 or email barnhambroomvh@gmail.com

1.3 Hirer

(a) Name:

(b) Organisation:

Address:

Contact Telephone Number:

Contact Email Address:

1.4 Hire Fee

£

The Hirer shall pay the hire fees at least 7 days prior to the hire. The Hirer shall also provide, at the time of booking, a deposit of £100. This deposit will be refunded, or cheque destroyed, within 14 days of the hire period provided that no damage or loss has been caused to the premises &/or its contents nor any complaints are made to the Village Hall about noise or other disturbance caused as a result of the hire.

Payment/s can be made by cheque (made payable to Barnham Broom Village Hall), cash or bank transfer to: Barnham Broom New Village Hall & Recreation Ground – 20-99-08 - 30154512

1.5 Purpose/Description of Hire

Will this be a public/private/commercial event? (Please delete as appropriate)

1.6 Premises Licence

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:

Private Party Plus... (Please delete activities below as appropriate)		
Performance of Plays	Dancing	Exhibition of Films
Performance of Live Music	Making Music	Indoor Sporting Events
Playing of Recorded Music	Sale of Alcohol	Boxing Entertainment
Performance of Dance	Provision of Hot Food/Drink after 11pm	Wrestling Entertainment
Other (please specify)		

- a. If you are planning to provide the sale of alcohol you must seek written permission from the Management Committee for a bar to be provided by or arranged with the Village Hall’s Designated Premises Supervisor. It may also be necessary for a Temporary Event Notice to be given for the event.
- b. Where a licensable event is to be held, for which the premises does not hold a licence, the Hirer shall be responsible for obtaining such authorisation as may be needed. Guidance on what is licensable activity can be supplied upon request.
- c. To hold a licensable activity not covered by the Village Hall’s 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 cooperation could affect future fund raising by the Hall Management Committee and local voluntary organisations.
- d. The hall does NOT have a licence with the Performing Rights Society for the performance of copyright music.

1.7 General Terms

- 1. The Hirer agrees with the Village Hall to be present (by its authorised representative, if appropriate) during the hiring and to fully comply with this Hire Agreement.
- 2. It is hereby agreed that the Standard Conditions of Hire, together with any Special Conditions of Hire, shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Village Hall and the Hirer. A copy of the Standard Conditions of Hire is available upon request and is posted on the main notice board in the Village Hall.
- 3. 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 1.3(a) above &/or on behalf of the Organisation named at 1.3(b) above.

Authorised by the person named at 1.2(b) above, on behalf of Barnham Broom Village Hall Management Committee: