

## HIRE AGREEMENT

This Agreement is made on [ ] between:

1. Wybunbury Village Hall Management Committee ("the Committee") and
2. ("the Hirer")

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Email: \_\_\_\_\_

Where the Hirer represents [ ]

### 1. Licence to Occupy

The Committee permits the Hirer to use Wybunbury Village Hall, Main Road, Wybunbury, Nantwich, Cheshire ("the Hall") subject to the following conditions:

### 2. Purpose of Hire

The Committee agrees to hire the Hall to the Hirer solely for the purpose of [ ]

### 3. Period of Hire

The Committee agrees to hire the Hall to the Hirer on:

Date: \_\_\_\_\_ from: \_\_\_\_\_ to: \_\_\_\_\_

### 4. Payment

4.1 The Hirer shall pay a Hire charge of: £\_\_\_\_\_ at a rate of: £\_\_\_\_\_ per hour/day/session

4.2 And a Security Deposit of: £30.00 (Cash or BACS transfer)

4.3 Payment can be made by cash, cheque (made payable to Wybunbury Village Hall) or by electronic transfer to the following account:

Account Name: Wybunbury Village Hall

Sort Code: 16-26-14

Account No.: 12007199

Please ensure that you include your surname and hire date in the reference.

## **5. The Hirer**

- 5.1 The Hirer is the person who signs the booking form. The Hirer must be aged 18 years or over.
- 5.2 The maximum occupancy of the Hall is 130 people standing, or closely seated 90, seated at tables 80. The Committee reserves the right to refuse entry or evict persons where the maximum occupancy is exceeded.

## **6. The Hirer's Responsibilities**

During the period of hire and or period of occupation of the hall the Hirer is responsible and liable for:

- 6.1 The supervision, care and safety of the Hall, its fabric and its contents.
- 6.2 The behaviour, supervision, health and safety of all persons using or visiting the Hall.
- 6.3 Ensuring that the Hall is used in a safe, orderly and lawful manner so as not to cause or permit damage to the Hall and or its contents, or damage to property of residents of Wybunbury, nuisance or disturbance to the residents of Wybunbury or criminal activity.
- 6.4 Ensuring that all persons using or visiting the Hall enter and exit through the main entrance, and that use of the Hall is confined to the internal premises and is not permitted to encroach onto the outside of the Hall including the highway, pavements or outside the front of the hall. Ensuring that all persons leave the Hall and Wybunbury in a quiet and orderly manner.
- 6.5 Ensuring that lighting and electrical equipment is used safely and responsibly and turned off at the end of the hire period, with the exception of the Fridge.
- 6.6 Ensuring that all persons do not smoke whilst on the premises.
- 6.7 The Hirer shall if preparing, serving and/or selling any food, observe all the relevant food health and hygiene regulations. If the Hirer arranges sub-contracts for the supply of food and drink, the Hirer must ensure that the sub-contractor complies with these regulations.

### **Children**

- 6.8 Where an event involves persons aged under 18 years, the Hirer shall take additional precautions to those set out in the rest of this Agreement, so as to ensure the supervision, health, safety and welfare of children at all times. This will include, but is not limited to, ensuring that at all times there is 1 supervising adult present per 10 children. Do not allow children in the kitchen unless under close supervision. Bookings for Children's Parties are for children 11 years and under.

### **Securing the Hall**

- 6.9 Ensuring that the Hall, including all doors and windows are closed and secured at the end of the period of occupation.

### Keys

- 6.10 Unless otherwise advised, the Hirer shall collect the keys from, and return the keys to the Booking Secretary. The keys shall be returned within 12 hours of the end of the period of hire. Failure to do so may incur additional charges for the replacement of security locks.
- 6.11 Regular users please confirm the names of your keyholders below:
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### Fire Safety

- 6.12 Ensuring that all fire doors remain unlocked and free from obstruction at all times during the period of occupation and confining use of fire doors for emergency evacuation only. Fire extinguishers are located throughout the hall, together with a fire blanket in the kitchen. In the event of fire, the Hirer shall ensure that the Fire Service is contacted by dialling the Emergency Services on 999 from the Public Phone Box next to the Post Office which is 100 metres to the right down Main Road, or by Mobile Phone. The Fire Assembly Point is located at the end of the car park.

### Car Parking Arrangements

- 6.13 Ensuring that appropriate arrangements are made for vehicle parking so as to avoid obstruction of the highway, the entrance to the Hall or nuisance to residents of Wybunbury. The Hirer must note that users of the Hall car park do so at their own risk and that the Committee accepts no responsibility for loss or damage to vehicles or injury to persons using the car park.

### Care of the Hall

- 6.14 Ensuring that any contents of the Hall are not removed without the prior consent of the Committee.
- 6.15 Ensuring that the Hall and its contents are left in a clean, sound and tidy condition. Cleaning equipment is available in the Store Room. Chairs must be returned to the chair trolleys, tables returned to the Store Room. Arrangements for the disposal of rubbish are the responsibility of the Hirer. Wheelie Bins are available outside for small amounts. Do not leave rubbish in sacks for the Committee to dispose of. If an excessive amount of cleaning is required as a result of the booking, the Committee will charge the Hirer the cost and deduct the cost from the deposit.

### Damages or breakages

- 6.16 Ensuring that all damage and or breakages are reported to the Booking Secretary as soon as is reasonably possible and in any event within 12 hours of the end of the period of hire. The Committee has the right to make repairs and replace damaged property at the expense of the Hirer and to deduct such costs from the Security Deposit. The Hirer will be liable for all such costs in excess of the Security Deposit.

### End of the Event

- 6.17 Unless agreed in advance by the Committee, the Hirer shall ensure that all music, dancing, serving of alcohol, preparation and serving of food does not take place beyond 22.30 hours and that the Hall is cleaned and cleared of all persons and secured by 23.00 hrs.

### **Alcohol**

6.18 Ensure that the following conditions are observed under the terms of SECTION 84 OF THE LICENSING ACT 1964;

6.18.1 Alcohol may be provided on the premises for private consumption only and not re-sold

6.18.2 Alcohol must not be provided to any person under the age of 18 years.

### **Disabled Facilities**

6.19 Unisex disabled facilities are available and access should not be restricted during the period of occupation.

## **7. Cancellation Policy**

In the event of the Hirer cancelling the event, the deposit paid will be forfeited. Where the cancellation is made within 28 days of the event the full hire charge shall become payable unless the hall is hired by someone else for that date. The Committee reserves the right to exercise the cancellation clause within 28 days of the event. OR if the Hirer wishes to cancel the booking and the Committee is unable to conclude a replacement booking, the question of the payment of the repayment of the fee shall be at the discretion of the Committee.

## **8. Refusal of Booking**

The Committee reserves the right to refuse a booking without notice or to cancel this hire agreement at any time either before or during the term of the agreement upon giving 7 days notice in writing to the Hirer.

## **9. The Committee's Rights and Responsibilities**

9.1 Without prejudice to clause 6.14, the Committee will return the Security Deposit to the Hirer within 14 days of the end of the period of hire.

9.2 The Committee shall have free access to the Hall during the period of occupation by the Hirer for the purpose of ensuring that the terms and conditions of this agreement are being met. The Committee reserves the right to terminate a function at any time if it appears that there is a breach of this Agreement, without incurring any liability to the Hirer.

9.3 In the event of a function ceasing earlier than the period of hire, the Hirer will not be entitled to a refund of the Booking Fee.

9.4 The Committee or any individual member of the Committee shall not be responsible for any loss or damage to any persons or property during the period of occupation.

### **Signed and dated by the Booking Secretary or Committee Member**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### **Signed and dated by the Hirer**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## ADDITIONAL INFORMATION

1. Keys – The key supplied will open the double doors from the car park.
2. Car Park Lighting – These can be turned on by the White Press Switch situated on the outside wall by the door near the car park entrance.
3. First Aid – A cabinet is situated in the kitchen on the wall, the Accident Book can be found in the kitchen drawer.
4. Furniture

Tables – These are located in the Store Room, please DO NOT use the Green Baize or Black/White card tables.

Children's Furniture – Small red tables are in the lobby of the Store Room. Children's chairs are in the room at the end of the main hall under the racking.

5. Kitchen Equipment & Appliances

Crockery, Cutlery, Trays, Teapots, Water Jugs & Chopping Boards are provided, please ensure that these are washed and put away at the end of your hire period. Any items brought in by the Hirer should be taken away at the end of each session.

Hot Water to the kitchen taps and hand wash basin is via the switch near the hand wash basin.

Stainless steel surfaces - please use chopping boards when preparing food.

Water Boiler – Plug in, switch on and allow approximately 20 minutes for sufficient water for 2 large teapots. Remember to turn off when not required.

Extractor fan – The switch is near the electric cooker, please use to reduce steam in the kitchen if cooking.

Cooker & Microwave - please clean after use.

Remember to switch off all appliances except for the fridge at the end of the hire session.

Food – all items of food and or drink should be taken away at the end of each hire period.

6. Notice Boards

Please use the Notice Boards in the Foyer and in the smaller room. For regular users, portable cork notice boards can be stored for each group to use at their individual sessions.

THANK YOU FOR BOOKING WITH US

PLEASE LOOK AFTER OUR HALL