# Cropredy Village Hall
# Hiring Agreement/Booking Form

Please compete all shaded boxes

Date:

**PARTIES:**

(1) The Village Hall named in clause 1.2 acting by its management committee ("Village Hall").

(2) The person or organisation named in clause 1.3 ("Hirer").

**AGREED** as follows:

**1.** In consideration of the hire fee described in clause 1.4, the Village Hall agrees to permit the Hirer to use the premises for the purpose described in clause 1.5 for the period(s) described in clause 1.1. The details inserted in sub-clauses 1.1 to 1.6 below are terms of this agreement. This Hire Agreement includes the *Standard Conditions of Hire* which can be found on the Village Hall website at https://www.cropredyvillagehall.org.uk/Booking/

1.1 Date(s) Required:

Start Time Required:

Duration of Hire (in hours)

1.2 Village Hall

(a) Registered Charity No: 304288

(b) Authorised Representative: Sue Snelling

Address: nb Life of Riley, Cropredy Marina, Cropredy, OX17 1JP

Telephone Number: 07947 850058

1.3 Hirer:

(a) Name:

(b) Organisation:

(c) Name of Organisation's Authorised Representative:

Postal Address:

Email Address:

Contact Phone No.:

1.4 Total Hourly Hire Fee (2 hours minimum charge):[1]

Total Daily Hire Fee (8 hours at applicable rate):[1]

£50 deposit required from all Private Hirers.

1.5 Purpose/description of hiring

Specify if this is a *Public* or *Private* event:

1.6 Is food (other than biscuits/cakes) to be provided at the event (specify *Yes* or *No*)?

1.7 Is access to the Audio-Visual System required (specify *Yes* or *No*)?

[1] See https://www.cropredyvillagehall.org.uk/Booking/ for the Table of Charges

**2.0** 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 | Times for which the activity is licensed | Indicate activities to take place at your event (Specify *Yes* or *No*) |
|---|---|---|---|
| a. The performance of plays | Yes | 11am to 11.45pm | |
| b. The exhibition of films | Yes | 11am to 11.45pm | |
| c. Indoor sporting events | Yes | 11am to 11.45pm | |
| d. Boxing or wrestling entertainment | No | | No |
| e. The performance of live music | Yes | 11am to 11.45pm | |
| f. The playing of recorded music | Yes | 11am to 11.45pm | |
| g. The performance of dance | Yes | 11am to 11.45pm | |
| h. Entertainment similar to those in e, f or g | Yes | 11am to 11.45pm | |
| i. Making music | Yes | 11am to 11.45pm | |
| j. Dancing | Yes | 11am to 11.45pm | |
| k. Entertainment similar to those in i – j | Yes | 11am to 11.45pm | |
| l. The provision of hot food/drink after 11pm | No | | No |
| m. The sale of alcohol[1] | No | | |

2.1 Have you indicated at 2.0(m) that alcohol will be available at your event (Specify *Yes* or *No*)?

If you answer yes to the above question, you will need to seek written permission from the Management Committee for a *Temporary Event Notice*[2] (TEN) to be given for the event, as detailed in footnote below.

**3.0** The Hirer agrees with the Village Hall to be present (or its authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.

**4.0** It is hereby agreed that the Standard Conditions of Hire[3] 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.

**5.0** 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.

**6.0** After checking availability (see the calendar online at https://www.cropredyvillagehall.org.uk/Booking/), bookings can be made by scanning or photographing this (completed) booking form and sending it to bookings@cropredyvillagehall.org.uk.

Signed by the person named at 1.2(b) above, duly authorised, on behalf of the Village Hall's Management Committee:

Signed by the person named at 1.3(a) above or at 1.3(c) above, duly authorised, on behalf of the organisation named at 1.3(b) above, where applicable:

[2] Where a licensable event is to be held for which the premises, or that part of the premises, are not licensed the hirer shall be responsible for obtaining such authorisation as may be needed. In order 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[3] 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.

[3] Available on the website http://www.cropredyvillagehall.org.uk/Documents/