

# SPENCERS WOOD VILLAGE HALL

## Hiring Agreement

### Details of Hire

<b>Date</b>		<b>Time</b>	
<b>Name of hirer</b>		<b>Contact Tel Number</b>	
<b>Address</b>		<b>Whole of hall or Wellington Room</b>	
<b>Amount payable £</b>		<b>Type of Function</b>	
<b>Deposit payable £</b>		<b>Public or private event</b>	

Indicate if the following are planned:

**Bouncy Castle / Disco / Sale of alcohol / Alcohol / Food Provided**

The Village Hall has a Premises License authorising the following regulated entertainment and licensable activities between the hours of 9am until midnight. Please confirm which licensable activities will take place at your event:

<b>Activity</b>	<b>Licensed Activities</b>	<b>Activities to take place</b>	<b>Activity</b>	<b>Licensed Activities</b>	<b>Activities to take place</b>
Performance of plays	✓		The performance of dance	✓	
The exhibition of films	✓		Making music	✓	
Indoor sporting events	✓		Dancing	✓	
Boxing or wrestling entertainment	✗		The provision of hot food/drink after 11 pm	✓	
The performance of live music	✓		The sale of alcohol	✗	
The playing of recorded music	✓				

- 1) Spencers Wood Village Hall acting by its management committee ("Village Hall").
- 2) The person or organisation named above ("Hirer").

### **AGREED** as follows:

1. In consideration of the hire fee described above, the Village Hall agrees to permit the Hirer to use the premises for the purpose and for the period(s) as above. The details inserted above are the terms of this agreement. This Hiring Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

#### 1.1. Village Hall

- a) Registered Charity No: 300204
- b) Authorised Representative Dawn Walker
- c) Address Spencers Wood Village Hall, Basingstoke Road, Spencers Wood
- d) Telephone Number 0118 9883811

#### 1.2. Hire Fee

The fee as detailed must be paid in advance or at least 4 weeks before the event. Regular Groups pay each school half term in arrears.

#### 1.3. Deposit

A deposit shall be paid in advance with the fee. The deposit is refundable subject to the following:

- £15 per hour extra cleaning charges will be deducted if the Hall is not left in a clean and tidy state.
- An amount will be deducted for any damage caused, to be at the Committee's discretion.

- In the event of a cancellation within 4 weeks of the event half the deposit or fee, whichever is the smaller, shall be forfeit.
- The deposit may be waived for a children's party booking if the hirer is a regular user of the Hall. You remain liable for damages or cleaning charges

Deposit value: Day time rental £100; Evening Party £300; Teenage Parties £500

This is a returnable deposit required at the time of booking in case of damages, it will be returned once the hall has been inspected after the rental period. Cheques will not be banked with the exception of teenage parties.

**1.4. Sale of Alcohol**

Have you indicated that alcohol will be sold at your event? If you answer yes to the above question, you will need to seek a Temporary Event Notice to be given for the event. Two weeks notice is required for a Temporary Event Notice from Wokingham District Council to permit the sale of alcohol visit. [www.wokingham.gov.uk](http://www.wokingham.gov.uk) for more details. A copy of the TEN must be shown to the booking secretary prior to the date of hire.

**1.5. Maximum Capacity**

The hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers.

Main hall	100
Wellington Room	40

2. Where a licensable activity will take place, the hirer hereby acknowledges review of the conditions of the Premises License for the premises as displayed in the Village Hall, in accordance with which the hiring must be undertaken, and agrees to comply with all obligations therein.
3. The hall does have a license with the Performing Right Society for the performance of copyright music.
4. The Hirer agrees with the village hall to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.
5. It is hereby agreed that the Standard Conditions of Hire together with any additional conditions imposed under the Premises License (see clause 2) or that the village hall management committee deem necessary shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Village Hall and the Hirer.
6. 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 1.2 above, duly authorized, on behalf of the Spencers Wood Village Hall Management Committee**

**Signed by the person named above as the Hirer**

**DATED**