

Buxhall Village Hall Hire Agreement and Booking Form

This document forms a legal agreement between the Hirer and The Village Hall Management Committee

1.

1.1 Date(s) required:

Day(s)

Month/Year

Time required (Hours)

From

To

1.2 Buxhall Village Hall:

(a) Registered Charity No

304724

(b) Authorised Representative

Emily Byam

Address

Cleves Cottage, Buxhall, Stowmarket, Suffolk, IP14 3DJ

Telephone Number

07964 045373

1.3 Hirer:

(a) Name

(b) Organisation (If applicable)

Address

Telephone Number

1.4 Is the hire for: Non-resident Village resident/Organisation Commercial Use

1.5 Premises: (Please circle) Hall Only Hall and Kitchen Car Park Pitch

1.6 Hire Fee

£

Deposit (50% of the fee)

£

The balance of the booking fee is payable 4 weeks before the event for which the premises are hired. The deposit is payable when the agreement is signed.

Balance

£

1.7 Purpose/description of hiring:

1.8 Will tickets be sold for your event? Yes/No

1.9 Is food to be provided at the event? Yes/No

1.10 Will any live animals, birds or reptiles be present at your event? Yes/No

1.11 Will alcohol be served or sold at the event? Yes/No If yes served or sold (Please circle)

2. 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	Times for which the activity is licensed	Indicate activities to take place at your event
a) Performance of plays	09.00—23.45	
b) Performance of films	09.00—23.45	
c) Indoor sporting events	09.00—23.45	
d) Boxing or wrestling entertainment	09.00—23.45	
e) Performance live music	09.00—23.45	
f) Performance recorded music	09.00—23.45	
g) Performances of dance	09.00—23.45	
h) Anything of a similar description to that falling within (e), (f) or (g)	09.00—23.45	
i) Supply of alcohol	11.00—23.00	
(Except Sundays)	12.00—22.30	

- 2.1 Where a licensable activity will take place, the Hirer must adhere to all conditions in the Premises Licence which is displayed on the notice board in the Main Hall.
- 2.2 The Hirer agrees not to exceed the maximum permitted number of people per room including the organisers and performers.


Main Hall		Committee Room	
Seated at tables	80	Seated at tables	20
Closely Seated	90	Closely Seated	30
Dancing	100		

- 2.3 In order to hold a licensable activity on the premises or on part of the premises not covered by the 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 co-operation could affect future fundraising by the Village Hall Management Committee and local voluntary organisations.

- 2.4 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.
- 2.5 It is hereby agreed that the Standard Conditions of Hire together with any additional conditions imposed under the Premises Licence (2.1) 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.
- 2.6 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(b) above, duly authorised, on behalf of the Village Hall's Management Committee



I confirm that I have read and understand the Conditions of Hire.

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

DATED

- (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:

3. In consideration of the hire fee described in clause 1.6, the Village Hall agrees to permit the Hirer to use the premises described in clause 1.5 for the purpose described in clause 1.7 for the period(s) described in clause 1.1. The details inserted in sub-clauses 1.1 to 1.6 and the answers to the questions in sub-clauses 1.7 to 1.11 and clause 2 are terms of this agreement. This Hiring Agreement includes the annexed Standard Conditions of Hire.