

UPWELL VILLAGE HALL HIRING AGREEMENT



FULL NAME OF HIRER:			
ADDRESS OF HIRER AND POSTCODE:			
CONTACT Tel No			
Email:			
DATE HALL REQUIRED:		PURPOSE OF HIRE:	
AREAS REQUIRED: (DELETE AS APPROPRIATE)	COMMITTEE ROOM / MAIN HALL / WHOLE HALL		
HALL ACCESS REQUIRED: (DELETE AS APPROPRIATE)	BETWEEN:	AM/PM	AND AM/PM
BAR REQUIRED: (DELETE AS APPROPRIATE)	BETWEEN:	AM/PM	AND AM/PM
PLEASE CONTACT OUR BAR MANAGER - OONA ROBINSON (07764 372089) TO DISCUSS YOUR REQUIREMENTS AT LEAST TWO WEEKS PRIOR TO EVENT.			
HIRE CHARGES: TO INCLUDE SETTING UP TIME AND CLEARING DOWN		CHARGE DUE	
PLEASE NOTE THAT THE MINIMUM HIRE PERIOD IS TWO HOURS		SATURDAY	SUNDAY TO FRIDAY
		£22.00 PER HOUR	£16.50 PER HOUR
MAIN HALL		£155.00	£110.00
MAIN HALL - FULL DAY		£190.00	£145.00
MAIN HALL - FULL DAY INCLUDING COMMITTEE ROOM		£11.00 PER HOUR	£11.00 PER HOUR
COMMITTEE ROOM		£0	£0
BAR		£45.00	£45.00
SPECIAL OFFER - CHILDREN'S PARTIES UNDER 13 YEARS, 4 HOURS			
BACS PAYMENTS CAN BE MADE TO UNITY TRUST BANK			
ACCOUNT NAME UPWELL PARISH COUNCIL VH COMMITTEE; SORT CODE: 60 83 01 ACCOUNT NUMBER: 20461166			
BAR:		£0.00	
MAIN HALL ONLY:			
COMMITTEE ROOM:			
TOTAL COST OF HIRE:			
BOOKING DEPOSIT: (50% of Total)			
THE ABOVE AMOUNT DUE TO BE PAID WITHIN SEVEN DAYS			
BEHAVIOUR/BREAKAGES/DAMAGE/TIDYUP/SECURITY DEPOSIT			
BALANCE DUE			

THE AMOUNT DUE TO BE PAID TWO WEEKS BEFORE HIRE

MAKE CHEQUES PAYABLE TO: **UPWELL PARISH COUNCIL VH COMMITTEE**

RETURN TO:

Rob Shaw, 60 Small Lode, Upwell, Wisbech, PE14 9BG

Tel: 07488 571106

Email to: upwellhall@gmail.com

PROVISIONAL BOOKINGS ARE ONLY HELD FOR 7 DAYS. PLEASE CONFIRM YOUR BOOKING BY RETURNING THIS FORM AND YOUR 50% DEPOSIT (Non-refundable) TO ROB SHAW
FULL BALANCE DUE TWO WEEKS BEFORE EVENT.

**PLEASE MAKE A COPY OF THIS
BOOKING FORM**

In signing this Hire Agreement, it is taken that you have read and accept the attached Conditions of Hire, together with the Hiring Agreement Terms and Conditions.

I confirm that I have read & agree to abide by the conditions listed above:

Name (print) Signed:

Date:

Bar Conditions:

The Upwell Village Hall bar will no longer be supplying kegs of beer or lager due to wastage and the expense incurred to the Hall. Bottles and cans will be supplied all branded - beer, lagers, ciders, and real ales.

If your function or event requires a licensed bar, you must arrange this with the Hall Liaison at the time of booking. The Hirer will assume all responsibility of ensuring that Upwell Village Hall's Licensing Agreement is adhered to for the duration of their event. You should contact our Bar Manager two weeks before your event with numbers of guests expected at your event - **TO BE AS ACCURATE AS POSSIBLE** to enable the bar to be appropriately staffed.

The Hirer or their guests are NOT allowed to bring alcoholic drinks onto the premises. You, the hirer, will be breaching the licensing conditions of Upwell Village Hall.

THE BAR WILL BE CLOSED. The hirer and their guests may be asked to leave the Hall by the Bar Manager. The Security Deposit will be retained in full or in part if it is reported that alcohol has been brought onto the premises.

It is illegal for any person under the age of 18 years of age to purchase alcohol, or have alcohol purchased for them. Proof of ID will be asked for by bar staff, Upwell Village Hall operates the 'CHALLENGE 25' policy as displayed within the Hall.

ANY THREATS TOWARDS OUR HALL AND BAR STAFF, EITHER VERBAL OR PHYSICAL, WILL BE REPORTED TO THE POLICE.

UPWELL VILLAGE HALL HIRING AGREEMENT TERMS AND CONDITIONS

1.	50% of the hiring fee is due at the time of booking to secure your reservation. Provisional bookings will only be held for seven days. If the deposit is not received during this time the booking may be lost. The deposit is not refundable in the event of cancellation at any time. The balance of the hiring fee must be paid not less than one calendar month prior to the event. The full hire cost is not refundable if the booking is cancelled less than fourteen days prior to the event.
2.	THE HIRER will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including supervision of car parking arrangements, so as to avoid obstruction of the highway. The hirer will also be responsible for ensuring the personal safety of those using the premises during the period of the hire. The £100.00 security deposit will be retained at the discretion of the committee if this condition is not fulfilled.
3.	THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not subhire or use the premises or allow the premises to be used for any unlawful purposes or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow alcohol to be brought on to the premises or to be consumed therein.
4.	THE HIRER shall be responsible for obtaining such licences as may be needed from the Performing Right Society, from Phonographic Performance Limited or otherwise and for the observance of the same.
5.	THE HIRER shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gambling, betting and lotteries.
6.	THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
7.	THE HIRER shall, if preparing, serving, or selling food, observe all relevant food health and hygiene legislation and regulations.
8.	THE HIRER shall ensure that any electrical appliances brought by him/her to the premises and used there shall be PAT tested, safe, in good working order, and used in a safe manner.
9.	THE HIRER shall indemnify the committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring. A special deposit of £100.00 has been paid by the Hirer to the Committee who within twenty-eight days of the termination of the period of hire will repay such deposit to the Hirer less the cost of rectifying any damage caused to the premises and/or contents thereof during the period of the hiring as a result of the hiring.
10.	THE HIRER shall ensure that the minimum noise is made on arrival and departure.
11.	THE HIRER shall ensure that no dogs except guide dogs are brought into the hall, except by prior arrangement with the Village Hall Committee via the Hall Liaison.
12.	THE HIRER shall make him/herself known to the bar operator at the start of the hire period. If the bar operator draws the attention of the hirer to the conduct of one or more people, the hirer must take action to control the situation. The bar operator reserves the right to refuse to serve alcohol to person(s) at his/her discretion.
13.	THE HIRER agrees that no alcohol is allowed to be brought onto the premises to be consumed at ANY time. Failure to comply will result in the retention of all or part of the security deposit.

14.	THE HIRER shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise. All rubbish, unconsumed food, and temporary decorations must be placed in the bags provided and left at the site nominated by the Hall Liaison. The keys should be returned to the Hall Liaison in the manner nominated by him/her at the time of collection. Any contents temporarily removed from their usual positions shall be properly replaced otherwise the Committee shall be at liberty to retain some or all of the security deposit of £100.00 at its discretion.
15.	IN THE EVENT of the hall or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the HIRER for any resulting loss or damage whatsoever.
16.	THE HIRER shall ensure that any activities for children under eight years of age, comply with the provisions of The Children Act 1989 and that only fit and proper persons have access to the children.
17.	THE COMMITTEE reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving 14 days' notice in writing to the hirer. The hirer shall be entitled upon such notice to reimbursement of such monies as have been paid by the hirer to the Committee, but the Committee shall not be liable to make further payment to the hirer.
18.	Please note that Security CCTV cameras are operational throughout the Upwell Village Hall premises. The CCTV will continue to monitor the Hall for the safety of hirers and their guests.
19.	THE HIRER shall ensure that Fire Exits are kept clear from blockage and obstruction at all times. The area marked as KEEP CLEAR in the Upwell Village Hall car park is for loading and unloading.
20.	ADDITIONAL CLEANING. The Hire charge incudes BASIC cleaning after your event. If the Hall requires additional or specific cleaning, then part or all of the deposit will be retained.

