Canford Heath Residents and Community Association

7 Mitchell Road, Canford Heath, Poole, Dorset BH17 8UE

Registered Charity No: 1178792

**ONE OFF HIRERS AGREEMENT**

1. In consideration of the Hire described in Clause 1.1, the Association agrees to permit the Hirer to use the premises described for the purposes and period described. The details inserted in sub-clauses1.1 to 1.3 are Terms of Agreement. This hiring agreement includes the standard conditions of Hire and the Special Conditions of Hire.
	1. Dates Required: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Times Required: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(including setting up and clearing up time)***

Purpose of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please tick which part of the premises is required:

Main Hall Meeting Room

Will this be a public or private event?

v

v

Will food be provided at the event?

Is the bar required? Approximate Number of Attendees

**If the bar is required, do you consent to a copy of this form being provided to the BH17 Community Club?**

***Please state yes or no***

If the bar is required, we require a guest list with full names and postcodes of all guests prior to the function (this is a requirement of the police, fire service and the licensing board).

* 1. **The Hirer**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Membership No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. **Hire Fee**

**Deposit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hire Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Deposit Rates**

|  |  |
| --- | --- |
| **Hire Time** | **Deposit Amount** |
| Hall Hire without bar | £ 50.00 |
| Hall Hire with bar | £ 75.00 |

**Hire Rates per hour**

|  |
| --- |
| **Sunday to Thursday** |
|  | **Standard** | **Member (20% disc)** |
| All Day | £18.00 | £14.00 |
|  |
| **Friday & Saturday** |
| Up to 7.00 p.m. | £18.00 | £14.00 |
| After 7.00 p.m. (Without Bar) | £22.00 | £18.00 |
| After 7.00 p.m. (With Bar)  | £30.00 | £24.00 |

The completed form should be emailed to the Bookings Secretary at CHRCAhallhire@outlook.com who will advise if the requested date/time is available.

Once advised, the booking will only be confirmed on receipt of the deposit.

Deposits should be made via bank transfer (see below) and include your name and the date of the event in the reference field. **We no longer accept cash**.

The full hire fee is payable 14 days prior to the event and payment must be made by bank transfer. If payment is not received 14 days prior to the event, the booking will be cancelled, and the deposit will not be refunded.

The deposit will be refunded within five working days after the event assuming the premises have been left in a clean and tidy condition and in accordance with the terms and conditions below.

Please complete the fields below where the deposit refund should be made:

Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sort Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Terms & Conditions**

1. The deposit and full hire fee should be paid into the following bank account. ***Please ensure that the hirer’s name is entered in the reference field.***

**Bank Account Name: Canford Heath Residents and Community Association (CHRCA)**

**Sort Code: 52-10-20**

**Account Number: 11241071**

1. The Association has a Premises Licence authorising the following regulated entertainment and licensable activities: Performance of live music / Playing of recorded music / Making of music. The hirer will need to obtain any licences required for the hire other than those indicated as held by the Association.
2. The Centre has a Licence with PRS and PPL for the performance and playing of music.
3. Where a licensable activity will take place, the hirer hereby acknowledges receipt of a copy of the conditions of the Premises Licence and/or operating schedule for the premises, in accordance with which, the hirer must give an undertaken to agree and comply with all obligations therein.
4. To hold a licensable activity on the premises, or on part of the premises not covered by the Halls Premises Licence, or where a hall does not have a Premises Licence, a Temporary Events Notice (TEN) will need to be given to the Licencing Authority. The Hirer shall obtain the written consent of the Trustees on the form provided for these purposes before giving the Licencing 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 TEN’s which can be granted annually for any premises. Lack of co-operation could affect future fundraising by the Trustees and other local voluntary organisations.
5. The Hirer agrees not to exceed the maximum permitted number of people per room including the organisers and performers. See the booking arrangement document for further information.
6. The Hirer agrees with the Association to be present (or the Hirer’s authorised representative, if appropriate), during the hiring to ensure that Hirer complies fully with this Hire Agreement.
7. It is hereby agreed that the Standard Conditions of Hire, together with any additional conditions imposed under the Premises License or that the Associations deems necessary, shall form part of the Terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Association and the Hirer.
8. None of the provisions of this agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Right of Third Parties) Act 1999 on a person who is not named as a party to this agreement.
9. If in the event of non-payment 7 days prior to the event, the event will be cancelled, and the deposit will not be refunded.
10. If the event is cancelled, then you must provide a minimum of 72 hours’ notice, otherwise your deposit and will be retained.
11. The use of confetti or similar decorations are not permitted at any time. Any evidence of confetti having been used, could result in the deposit not being returned.
12. If the event of any altercations, fights, or arguments, this will result in the bar being closed and the hall hire terminated, and your deposit will not be returned.
13. Under no circumstances can the hirer or their guests bring in their own alcohol for consumption on the premises. Anyone found to be bringing in their own alcohol will lead to the event being shut down, and the deposit not being returned.
14. Any lost property found after your hall hire will be held for a maximum of 4 weeks, at which time it will be disposed of.
15. Please ensure that you remain on site until an authorised individual attends to secure the premises.
16. Emergency exit routes are clearly marked. Please follow all posted evacuation signage and the instructions of authorised personnel or emergency responders.

Once evacuated, proceed directly to the designated assembly point in the Iceland Car Park or the service road behind the Centre. Do not re-enter the building until confirmed by emergency services or authorised staff.

If you require assistance evacuating the building due to a disability or other reason, please notify a staff member in advance so arrangements can be made.

Tampering with fire safety equipment, including alarms, extinguishers, and emergency lighting, is strictly prohibited and may result in immediate removal from the premises and/or legal action.

In the event of a fire, dial 999 immediately if it is safe to do so.

**Declaration by Hirer:**

I can confirm that I have read and understood the Terms and Conditions as listed above.

Name of Hirer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**PLEASE EMAIL THE COMPLETED FORM BACK TO chrcahallhire@outlook.com**

**Form Completed and Checked by Trustee:**

Name of authorised Trustee: ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of authorised Trustee: ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Official Use Only:**

|  |  |
| --- | --- |
| Copy of signed agreement emailed to Hirer? |  |
| Signed agreement passed to Treasurer? |  |
| Signed agreement sent to BH17 (if required)? |  |
| Any other information: |  |
| Deposit Received? |  |
| Hall Fee received? |  |
| Deposit Returned & Date |  |