Canford Heath Residents and Community Association

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

Registered Charity No: 1178792

**HIRERS AGREEMENT**

|  |  |
| --- | --- |
| Name of Hirer |  |
| Organisation |  |
| CHRCA Membership Number |  |
| Contact Telephone Number |  |
| Contact Email Address |  |
| Contact Address |  |

Purpose/Description of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Start Date of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proposed End Date of Hire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will this be a public or restricted hire: Public Restricted

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Weekly Sessions** | **Day of Week** | **Start Time\*** | **End Time\*** | **Approx Number of Attendees** |
| Session 1 |  |  |  |  |
| Session 2 |  |  |  |  |
| Session 3 |  |  |  |  |
| Session 4 |  |  |  |  |
| Session 5 |  |  |  |  |
| Session 6 |  |  |  |  |
| Session 7 |  |  |  |  |

***\*Start and End Times must include time for setting up and clearing up.***

Please circle each item as required:

|  |  |  |
| --- | --- | --- |
| 1. Area required?
 | Main Hall | Meeting Room |
| 1. Licences required?
 | PRS | PPL |
| 1. Set of keys required?
 | Yes | No |
| 1. Food required?
 | Yes | No |
| 1. Kitchen required?
 | Yes | No |
| 1. Equipment required?
 | Stage | Chairs | Tables |
| 1. Additional Storage\*
 | Yes | No |

***\*For regular hirers (those hiring the hall for a minimum of 40 weeks per year, rent includes the use of 1 locker in the main hall and cupboard in the kitchen. If additional lockers are required, there will be a charge of £20.00 per locker per month.***

**If the bar is required, we require a guest list with full names and postcodes of all guests at least 5 days prior to the function (this is a requirement of both the police and the licensing board). Without the list the function CANNOT go ahead.**

**Hire Fee**

The agreed rate per hour is **£ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Terms & Conditions**

1. The Hirer will be provided an invoice monthly, in arrears, and payment should be made on receipt of the invoice, by Bank Transfer.

**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. As a keyholder to the Premises, the Hirer must be responsible for the security of the premises and the keys must not be given to a third party. If the keys are lost, then the Association will invoice the Hirer for the cost of replacement keys.
9. If in the event of non-payment of invoices, the Association will exercise their right to regain possession of the hired premises, under the “forfeiture clause”.
10. For hire periods longer than 3 months, the Hirer must give the Association one month’s notice to end the hire agreement. Failure to do this will result in the hirer being charged a further one month’s notice.
11. Any advertising placed on the outside of the building will be charged at £ 20.00 per month.
12. Any property found in the Centre will be held for a maximum of 4 weeks, after which, the property will be disposed of.

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Form Complete 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? |  |
| Set of keys given to Hirer? |  |
| Any other information: |  |