

Hire Agreement – required in addition to any enquiry form or telephone arrangement.

Parties: (1) The Village Hall named in clause 2.2 acting by its management committee.  
(2) The person or organisation named in clause 2.3.

AGREED as follows:

1. Throughout this Agreement:

- the Village Hall named in clause 2.2 is referred to as “we”; “our” is to be construed accordingly and “we” and “us” mean and include the Village Hall’s charity trustees, employees, volunteers, agents and invitees
- the person or organisation named in clause 2.3 is referred to as “you”; and “your” is to be construed accordingly; “you” also includes the members of your management committee (if appropriate), your employees, volunteers, agents and invitees
- where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Hall Secretary or, if the Hall Secretary is not available, any of our charity trustees.

2. In consideration of the hire fee described in clause 2.4, we agree to permit you to use the premises described in clause 2.5 for the purpose described in clause 2.6 for the period(s) described in clause 2.1. The details inserted in sub-clauses 2.1 to 2.6 below and the answers to the questions in sub-clauses 2.7 to 2.11 are terms of this Agreement. This Agreement includes the additional Standard Conditions of Hire (available from <https://www.thisistealby.com/tealby-village-hall>) and any Special Conditions of Hire additionally agreed.

DATE of agreement  (the date you filled in this form)

2.1 Date(s) required for hire: (to include set up and clearing away time)

Date & time required from

Date & time required to

Other notes about timing

Please Note: In addition to cleaning up you are required to remove any rubbish from the hall and surrounds. Please take it with you otherwise a cleaning charge of £50 will be applied.

2.2 Village Hall

a. Registered Charity No 511164

b. Authorised Representative

c. Telephone Numbers

d. Email

2.3 Hirer:

a. Name

b. Organisation (if applicable)

c. Address

d. Mobile

e. Landline

f. Email

## 2.4 Hire Fee

Hire Fee	£
Special deposit	£
Balance	£
Balance payable by date	
Is this a commercial hire?	Yes / No

*We will refund any deposit within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents, nor complaints made to us about noise or other disturbance during the period of the hiring as a result of the hiring.*

## 2.5 Premises: Entire Hall and facilities

## 2.6 Purpose/description of hiring

2.7 Will <b>tickets</b> be sold for your event?	Yes / No
2.8 Is <b>food</b> to be provided at the event?	Yes / No
2.9 Is <b>alcohol</b> to be provided at the event?	Yes / No
2.10 Will there be <b>exhibition of a film</b> ?	Yes / No
2.11 Will <b>live music</b> be performed or recorded music played?	Yes / No

## 3. You agree not to exceed the **maximum permitted number of people per room** including any organisers / performers:

Seated: 80 people

Standing: 100 people

## 4. The hall has a licence:

- with the Performing Right Society (PRS) for the performance of copyright music
- from Phonographic Performance Licence (PPL).

## 4.1 We have a Premises Licence authorising entertainment and the sale of alcohol. You hereby acknowledge the conditions of the Premises Licence for the premises, in accordance with which the hiring must be undertaken, and agree to apply with all obligations therein.

When the Hall is hired for an event in which alcohol will be sold, we will normally require the Hirer to obtain a Temporary Event Notice (TEN).

In exceptional circumstances where a member of the Management Committee is to be present at the event and consents to act as supervisor to oversee the sale of alcohol and ensure adherence to the terms of the Hall's licence, then that member of the Management Committee will be delegated to do so.

### Licence details:

#### **From 10:am until midnight Monday to Sunday:**

- A: Performance of a play,
- C: Indoor sporting event,
- E: Performance of live music (indoors),
- F: Playing of recorded music (indoors),
- G: Performance of Dance (indoors),
- J: Provision of facilities for dancing (indoors)

#### **From Noon until 8pm Monday to Wednesday and from Noon until Midnight Thursday to Sunday:** The sale by retail of alcohol for consumption ON the premises only.

5. You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.
6. We and you hereby agree that the Standard Conditions of Hire (see below), together with any additional conditions imposed under the Premises Licence or that we deem necessary form part of the terms of this Agreement unless we and you agree in writing. Members of the Hall Management committee may from time to time call in to confirm that the terms of any licenses and standard terms and conditions are being met.
7. 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 2.2(b) above, duly authorised, on behalf of the Village Hall.

*(signing of this agreement is implied once your booking has been accepted)*

Signed by the person named at 2.3(a) above or at 2.3(c) above, duly authorised, on behalf of the organisation named at 2.3(b) above, where applicable.

*(Use of the Hall implies acceptance of this Hire Agreement and of the Standard Terms and Conditions, available from <https://www.thisistealby.com/tealby-village-hall>)*

**The bank details for BACS transfer are as follows:**

Please ensure you use your event date and name as reference.

Account Name: Tennyson d'Eyncourt Memorial Hall.  
 Sort code: 30-67-76  
 Account Number: 58417368  
 Bank: Lloyd's TSB, High St, Lincoln

**Document Change Log**

Issue Date	Description
31 <sup>st</sup> May 2024	First issue
10 <sup>th</sup> June 2024	Amendment to requirements if alcohol is served to ensure compliance with licence