

# Snitterfield Village Hall – Hiring Agreement

THE COMMITTEE agrees to permit the HIRER to use the premises (5) for the purpose (6) and THIS AGREEMENT is made on the date (1) and between the COMMITTEE (2) and the HIRER (3) named below whereby in consideration of the sum(s) mentioned (4):

1. Date: .....
2. Committee Snitterfield Village Hall Management Committee  
Authorised representative:  
Sharon Aust, 21 Hurdlers Lane, Snitterfield CV37 0RT  
Tel: 01789 730514 or 07501416221  
email [saust1@btinternet.com](mailto:saust1@btinternet.com)
3. Hirer Name of Organisation (if applicable)  
.....  
Name of organisation's authorised representative or individual hirer  
.....  
Address: .....  
.....  
.....  
Tel. No.: .....
4. Date or Hiring .....  
Hiring Fee £ .....  
Deposit £ .....  
Hire of Audio equipment &/or wireless microphones  
£ 5.00 (delete if not used)  
Balance £.....  
Balance is payable on or before the conclusion of the event for which the hall is hired (the deposit having been paid on the signing hereof)
5. Premises: Main Hall/Meeting Room/Whole of Hall (delete as necessary)
6. Purpose of Hiring: .....

THE HIRER agrees with the Committee to be present during the hiring and to perform the provisions and stipulations contained or referred to in the Committee's "Standard Conditions of Hire" for the time being in force as annexed hereto (an understanding of which the Hirer acknowledges).

Signed by the person named at (2) on behalf of The Snitterfield Village Hall Management Committee

**I have read and understand the Standard Conditions of Hire and Fire Safety Guidelines:**

Signed by the person named at (3) (on behalf of the organisation named at (3) where applicable):

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# Standard Conditions of Hire

If the Hirer is in any doubt as to the meaning of the following, the Hall Authorised Representative should immediately be consulted.

For the purpose of these conditions, the term **HIRER** shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

- 1. 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 proper supervision of car parking. Vehicles shall not obstruct the highway, pavements or access to properties. Parking is permitted on Bearley Road providing the pavement is completely clear. Use of Snitterfield Primary School carpark is permitted and encouraged, OUT OF SCHOOL HOURS. The official key shall be obtained from the key contact to gain entry to the hall.
- 2. THE HIRER** shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or 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 the consumption of alcoholic liquor thereon without written permission.
- 3. THE HIRER** shall be responsible for obtaining such licenses as may be needed whether for the sale or supply of intoxicating liquor, from the Performing Right Society, from Phonographic Performance Ltd or otherwise and for observance of the same. No persons under the age of 18 years may be supplied with, or permitted to consume, intoxicating liquor on the premises
- 4. THE HIRER** shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
- 5. THE HIRER** shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays. A copy of the Premises Entertainments License is on display on the Hall notice board. The hall is licensed between the hours of 10am-12.00 midnight Monday - Saturday and 10am - 10pm Sunday
- 6. THE HIRER** shall, if serving or selling food observe all relevant food health and hygiene legislation and regulations. The Hall is not licensed for the preparation of food. The storage of food, other than tea, coffee and sugar is not permitted.
- 7.** In the event of minor injury or accident a FIRST AID KIT is provided in a clearly marked cupboard in the kitchen. Every accident should be recorded in the accident book provided.
- 8. THE HIRER** shall ensure that any electrical appliances brought by him to the premises and used there be safe and 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 building which may occur during the period of the hiring as a result of the hiring.
- 10. IF THE HIRER** wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the committee.
- 10. THE HIRER** shall ensure the minimum of noise is made on arrival and departure.
- 11. THE HIRER** will ensure that the NO SMOKING policy is adhered to.
- 12. THE HIRER** shall ensure that no dogs except guide dogs are brought into the Hall.
- 13. The Management Committee or Trustees** shall have no responsibility for any loss or damage to the hirer's property placed in the Hall.
- 14. AT THE END** of the hiring, the **HIRER** shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured. The key should be returned to the key contact immediately after the hiring unless directed otherwise. Any contents temporarily removed from their usual positions to be properly replaced, otherwise the committee shall be at liberty to make an additional charge. All items brought onto the premises, or unsold goods shall be removed at the end of the event.
- 14. THE COMMITTEE** reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election, in which case the HIRER shall be entitled to a refund of any deposit already paid.
- 15. IN THE EVENT** of the Hall or any part thereof being rendered unfit for the use 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 HIRER** shall ensure that any incident that occurs in the hall during the period of hiring is noted in **THE INCIDENT BOOK** with a description, date and time of the incident.
- 18. ANY DEPOSIT PAID** shall be reimbursed at the discretion of the committee and/or the Hall Authorised Representative once the hall has been inspected after the hiring period.

## Fire Safety Guidelines

When using the hall the Hirer shall familiarise themselves with the locations and types of fire extinguishers and blanket and shall inspect each fire extinguisher and fire blanket at the commencement of their occupation of the hall to ensure that they are all present and in the correct location.

During the occupation of the hall the Hirer shall ensure that all fire exits are kept free from any obstruction; that they are not locked and they remain that way whilst the hall is in use. The Hirer shall also ensure that the doors to the back room doors are not locked at any time during the period of occupation.

The Hirer shall ensure that care is taken when using the cooker and that it is not left unattended when in use. The Hirer shall also ensure that the cooker and all electrical equipment (with the exception of the fridge) is turned off when leaving the hall.

The Hirer shall be aware of the risk of accidental fires caused by naked flames and take all steps possible to minimise these risks.

In the event of a fire the Hirer is to sound the alarm (using the fire alarm activation points). The Hirer shall call, or arrange to for someone to call, the fire brigade.

The Hirer shall ensure the safe evacuation of the building by all those present within the hall as quickly as possible.

The fire assembly point is in the main car park at the front of the hall. The Hirer shall ensure that all those present are accounted for.

