



Reg Charity 1131993

Letting Agreement between the Board of Helsington & Brigsteer Village Hall and the Hirer

1.1 Helsington & Brigsteer Village Hall Board Booking Team

Tel Number 07922 769753

E-mail villagehall.brigsteer@gmail.com

1.2 Hirer

Name of contact person:

Telephone number :

E-mail :

1.3 Name of Organisation

Name:

Relevant Postal Address:

AGREED as follows

In consideration of the hire fee in clause 4, the Village Hall Board agrees to permit the Hirer to use the premises for the period(s) and for the purpose described in clause 2.2. The answers to the questions in sub-clauses 2.6 and clause 3 are terms of this agreement. This Hiring Agreement includes the Standard Conditions of Hire, the Health and Safety Policy available on the website and the Special Conditions of Hire set out in the attached Schedule.

2.1 Date(s) Required

Either [Click here](#) or enter Day _____ Date _____

If the booking extends more than 24hrs please enter last day below:

Either [Click here](#) or enter Day _____ Date _____

(For recurring events enter the date of the first event and complete paragraph 2.6)

2.2 Purpose and Description of Hiring

2.3 Premises required

Main Hall Meeting Room Kitchen

2.4 Total number of People expected at the event _____

2.5 Time Required: ***Please note All events must end by midnight.***

From _____ To _____

If more than one day requested in paragraph 2.1 please insert the times for each day:

Day 2 From _____ To _____

Day 3 From _____ To _____

Total number of hours required _____

**** NB Please allow for preparation time and clearing away time****

2.6 Is this event to be repeated? Yes No

If yes please give details and dates if possible

To be completed by the booking secretary

Has the board agreed to repeated bookings? Yes No

Does the event involve;

- | | | | | |
|-------------------------|-----|--------------------------|----|--------------------------|
| a. commercial use? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| b. preparation of food? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| c. Serving of alcohol? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| d. Playing of music? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

If the answer to any of these is 'Yes' please proceed to clause 3

Otherwise proceed to clause 4.

3.1 The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. Please confirm which licensable activities will take place at your event:

Activity	The hall is licensed for	Times for which the activity is licensed	Indicate activities to take place at your event
A Performance of plays	Yes	9.00am – 11.00pm Monday to Sunday	<input type="checkbox"/>
B Exhibition of films	Yes	9.00am – 11.00pm Monday to Sunday	<input type="checkbox"/>
C Indoor sporting event	Yes	9.00am – 11.00pm Monday to Sunday	<input type="checkbox"/>
E Performance of live music (indoors)	Yes	9.00am – 11.00pm Monday to Sunday	<input type="checkbox"/>
F Playing of recorded music	Yes	9.00am – 11.00pm Monday to Sunday	<input type="checkbox"/>
G Performance of dance	Yes	9.00am – 11.00pm Monday to Sunday	<input type="checkbox"/>
H Entertainments similar to E, F or G	Yes	9.00am – 11.00pm Monday to Sunday	<input type="checkbox"/>
I Provision of facilities for making music (indoors)	Yes	9.00am – 11.00pm Monday to Sunday	<input type="checkbox"/>
J Provision of facilities for dancing (indoors)	Yes	9.00am – 11.00pm Monday to Sunday	<input type="checkbox"/>
K Provision of facilities for entertainment of similar to those in I or J (indoors)	Yes	9.00am – 11.00pm Monday to Sunday	<input type="checkbox"/>

Where a licensable activity will take place, the hirer agrees to comply with all obligations of the Premises Licence.

3.2 Will alcohol be available for sale at your event? Yes No

If you answer yes to the above question, you will need to request that a Temporary Event Notice to be given for the event. The hirer is responsible for obtaining any license for sale of alcohol. The license must be in the name of the hirer and must be kept on the person of the hirer at the actual licensed event. The license holder is responsible for activities which take place at that licensed event. The license will expire no later than 11.30pm. A stamped copy of the Temporary Event Notice should be provided to the Board one month prior to the period of hire.

If alcohol will be available at the event but is not sold then a Temporary Event Notice will not be required.

For all hirers of the hall

4.1 The hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers or the number agreed for a particular event between the HBVH and the hirer.

Either Main Hall	100	<i>Fire regulations</i>
Or Committee room	20	<i>ditto</i>

4.2 The hall does have a licence with the Performing Right Society for the performance of copyright music .

4.3 For health and safety reasons access to the areas to the sides and rear of the Village Hall is prohibited. Hirers will be responsible for taking all reasonable steps to ensure that persons attending events to which this Hiring Agreement relates are aware of this provision and adhere to it.

4.4 The Hirer or the authorised representative agrees to be present during the hiring and to comply fully with this Hire Agreement. The Hirer also acknowledges the right of the Board to have reasonable access to the Premises during hirings to monitor activities or in order to deal with any emergency which may arise.

4.5 It is hereby agreed that the Standard Conditions of Hire together with the Helsington and Brigsteer Village Hall Health and Safety Policy, copies of which have been supplied to the Hirer, form part of this agreement Any additional conditions imposed under the Premises Licence or that the Board of the HBVH deem necessary (see Schedule of Special Conditions, clause 6) shall also form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Board and the Hirer.

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.

5.1 When a special deposit is required the cheque should be made payable to “Helsington & Brigsteer Village Hall”. This special deposit will be refunded within 14 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents.

5.2 Hire Fee and Cancellation

- For occasional bookings, you will be invoiced for the Hire Fee before the event and the invoice will be paid no later than 2 weeks prior to the event.
- For regular bookings as agreed in clause 2.6 you will be invoiced for the Hire Fee at the end of each month.
- At the discretion of the board, if the hirer cancels within two weeks of the date of the event, 50% of the hire fee will be payable. Cancellations prior to this will incur no charge.

5.3 Regular bookings (clause 2.6)

- The letting agreement will remain in force for a period of 12 months from the date of signing.
- The hirer shall only use the hall at pre booked times which have been confirmed by the village hall booking team.
- The hall shall only be used for the activity that has originally been agreed

6. SCHEDULE OF SPECIAL CONDITIONS

1. To protect the hall floor Stiletto heels are not allowed

7. AGREEMENT SIGNATURES

I confirm that I have read and understood the above and agree to ensuring that the Health and Safety Policy, the Standard Conditions of Hire, and all other terms of this Agreement are adhered to by me and other users

Signed by the, duly authorised person on behalf of the
Helsington & Brigsteer Village Hall Board

Name _____

Date _____

Signed by the person named at 1.2 above, duly authorised, on behalf of
the organisation named at 1.3 above, where applicable.

Name _____

Date _____

Please note that signatures do not need to be witnessed

This Agreement should be returned to:

By email to: villagehall.brigsteer@gmail.com

Or to your contact on the hall booking team