

Carrshield Village Hall



DATE: D D M M YEAR

Arts and Crafts Centre

A	Date(s) of booking		
	Start time		Finish time
	Carrshield Village Hall (Registered Charity No. 1185216)		
	Authorised Representative Bookings Secretary		Susie Stafford bookings@carrshieldvillagehall.co.uk
	Contact telephone number		07714727077
	Hirer:		
	Name:		
	Organisation:		
	Authorised Representative:		
	Email:		
Postal address:			
Contact telephone number:			

B	Fees	
	Total agreed Fee	
	Deposit (payable on booking)	
	Balance (payable on the day of event)	
	Special arrangements (refundable Deposit)	

C	Room use		
	Hall (with kitchen light use)		
	Kitchen/meeting room		
	Hall and Kitchen - Food Preparation and crockery use		
	Licenced bar requested		
	Type of event (Please tick all which apply)	<u>Private booking</u>	Public event
	Craft workshops	Charity event	Other

Date May 9th 2023		
date	VILLAGE HALL REPRESENTATIVE'S SIGNATURE	Susie Stafford

A

This Agreement is made between Carrshield Village Hall acting by its management committee and the person or organisation named as the hirer.

AGREED as follows: In consideration of the hire fees described below, Carrshield Village Hall agrees to permit the Hirer to use the premises booked for the purpose as described for the period agreed. Any further details inserted overleaf are terms of this agreement. This Hire Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

B

The Hirer shall pay as deposit at least one third of the cost of the booking. The balance of the rental fee is payable on or before the conclusion of the event for which the premises are hired (the deposit having been paid on the signing of the hiring agreement).

All payments should be paid by BACS payment wherever possible;

Account name: - Carrshield Village Hall Arts and Crafts Centre,
Sort Code: - 30 96 96
Account number: - 78455960
Please include your name and booking date as the reference (eg susie19/06/21)

Special Deposit: £ 50 This deposit will be refunded 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 the Village Hall about noise or other disturbance during the period of the hiring as a result of the hiring.

C

The hirer agrees to notify the Village Hall of any licensable activities taking place at the event and be bound by the terms and conditions of the Premises Licence. Licensable activities for which the Village Hall holds a Premises Licence are attached. In order to hold a licensable activity **not** covered by the Village Hall's Premises Licence, a Temporary Event Notice (TEN) will need to be given to the licensing authority. **The Hirer shall obtain the written consent of the management committee before giving the licensing authority a TEN.**

Cleaning & COVID restriction

The hirer agrees to leave the Hall, Kitchen and Toilet area thoroughly cleaned, and all rubbish removed off site.

The Hirer agrees to adhere to any COVID restrictions which may be in place locally or nationally at the time of the event.

Other Considerations

No fixings may be put on the walls, doors or beams, without the prior and specific agreement of Carrshield Village Hall.

The Hirer agrees with the Village Hall to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.

It is hereby agreed that the Standard Conditions of Hire together with any Special Conditions of Hire shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Village Hall 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.

Table of fees

	Carrshield Residents	Private/social	Business/Profit	Charity/fund-raising
Hall (with kitchen light use)	£10	£20 per session	£30 per session	£20 per session
Kitchen/meeting room (Max 15 people)	£10 per session	£20 per session	£25 per session	£20 per session
Hall and Kitchen - Food Preparation and crockery use	£20 per session	£35 per session	£50 per session	£35 per session
Special deposit	not applicable	Full payment on booking	As above/negotiable	As above/negotiable