



Steep War Memorial Village Club

Hiring Agreement

DATED:	
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PARTIES:	<p>The Village Hall named in clause 1.2 acting by its management committee ("Village Hall").</p> <p>(2) The person or organisation named in clause 1.3 ("Hirer").</p>
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AGREED as follows:

- In consideration of the hire fee described in clause 1.4, the Village Hall agrees to permit the Hirer to use the premises described in clause 1.5 for the purpose described in clause 1.6 for the period(s) described in clause 1.1. The details inserted in sub-clauses 1.1 to 1.6 below and clause 2 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.

Dates Required	
Times Required	

Village Hall	
(a) Registered Charity No:	241760
(b) Authorised Representative:	Louise Knight
Correspondence address:	Hall Manager, Steep Village Hall, 28 Church Road, Steep Petersfield GU32 2DN
Telephone Number:	01730 774936
Email Address:	Manager@steepvillagehall.org.uk

1.3 Hirer:

(a)	Name	
(b)	email	
(c)	Organisation (if applicable)	
(d)	Address	
(e)	Contact Numbers	

HIRE CHARGES – STEEP VILLAGE HALL

Main Hall and Kitchen

Sun – Fri

Saturday

Day time rate (8.00-a.m.-6.00 p.m.)

£15.00 per hour

£20.00 per hour

Evening rate (6.00 p.m. onwards)

£20.00 per hour

£25.00 per hour

Steep Parish residents and charities receive a 10% discount

Hire of Crockery and Cutlery (if required): £15.00

Deposit: A separate cheque is required for a deposit as follows:-

For Daytime hiring (9.00 am – 6.00 pm): £50.00

For Evening hiring (6.00 pm to Midnight): £100.00

1.4	Hire Fee:	£	<input type="text"/>
	Discount if applicable	£	<input type="text"/>
	Hire Fee: crockery and cutlery (£15.00)	£	<input type="text"/>
	TOTAL:	£	<input type="text"/>
	Deposit	£	<input type="text"/>

The Hirer shall provide a separate deposit cheque at the time of booking. The Hire fee being payable on or before the conclusion of the event for which the premises are hired.

This deposit cheque will be destroyed 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 - **Please make cheques payable to Steep Village Hall and send to the Manager, 8 Pennels Close, Milland, West Sussex, GU30 7NL**

1.5 Premises

Whole of Hall	<input type="text"/>
If Part of Hall, Please Specify	<input type="text"/>
Storage of Equipment	<input type="text"/>

1.6 Purpose/description of hiring

<input type="text"/>	
This will be a public/private event?	<input type="text"/>

2. 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. The performance of plays	✓	8am - Midnight	
b. The exhibition of films	✓	Mon-Sat 0900 to 2300 Sun 1200 to 2300	
c. Indoor sporting events	X		
d. Boxing or wrestling entertainment	X		
e. The performance of live music	✓	8am - Midnight	
f. The playing of recorded music	✓	8am - Midnight	
g. The performance of dance	✓	8am -Midnight	
l. The provision of hot food/drink after 11pm	X		
m. The sale of alcohol (community or charitable groups only)	✓	8am - Midnight	

2.1	Community or charitable groups only - have you indicated at 2m that alcohol will be sold at your event or as part of the ticket price?	
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If you answer yes to the above question, you will need to seek written permission from the management committee for the sale of alcohol at your event.

- 2.2 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. Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENs which can be granted annually for any premises. Lack of co-operation could affect future fundraising by the hall management committee and local voluntary organisations.

3. 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.
4. 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.
5. 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.
6. Teenage Parties are typically only allowed for Steep and Stroud residents and/or at the discretion of the Management Committee. The number ratio for under 18s must be 1 responsible adult to 10 young people and the numbers attending will be limited to 70 young people.

7. Steep Village Hall does not have a TV Licence – please ensure that you comply with the following whilst on the premises:

- You don't watch or record programmes as they're being shown on TV or live on an online TV service, on any channel, using any device. This includes TVs, desktop computers, laptops, mobile phones, tablets, games consoles, digital boxes or DVD/VHS recorders.
- You don't watch or record programmes from abroad as they're being shown on TV or live on an online TV service.
- You don't download or watch BBC programmes on iPlayer. This applies to any device and provider you use, including Sky, Virgin Media, BT Vision, Freeview, Freesat, YouView, Apple, Roku or Amazon.

PLEASE RESPECT OUR NEIGHBOURS WHEN VACATING THE PROPERTY AND ENSURE YOU LEAVE QUIETLY.

ALL RUBBISH IS TO BE REMOVED FROM THE SITE BY THE HIRER.

THE HALL MUST BE LEFT IN A CLEAN AND TIDY STATE.

Signed by the person named at 1.2(b) above, duly authorised, on behalf of the Village Hall's Management Committee:

Signed by the person named at 1.3(a) above or at 1.3(c) above, duly authorised, on behalf of the organisation named at 1.3(b) above, where applicable: