

Penton Village Hall Hiring agreement

This agreement is between you, the Hirer and the Penton Recreation Centre Committee ('the Committee'), which manages and is responsible for the upkeep of the Penton village hall. 'the Hall' means the building, its garden and car parking area. The standard terms applying to the hiring are attached. They can only be varied, or any special conditions added, if set out in writing by the Committee.

The Booking Clerk is the person authorised by the Committee to sign this agreement on its behalf.

Please note that a hiring includes time spent both preparing and clearing up after the event for which the Hall is hired.

The Committee agrees to the Hirer using the Hall for the period of:

Date:

Duration – from:

to:

Hiring fee	Full amount	£
	Deposit	£

The hiring fee is payable in full on or before the Due Date of the invoice.

If the Hirer wishes to cancel this booking before the Event and the Committee is unable to make a replacement booking, return of any deposit is at the Committee's discretion.

Any deposit will be refunded within 28 days of the end of the hiring provided that no loss or damage has occurred to the Hall and/or its contents during, or as a result of the hiring.

The Hirer, (or if an organisation its authorised representative), agrees to be present during the hiring and to comply with the standard hiring conditions and special conditions (if any) attached to this agreement. The Hirer, or its representative if an organisation, has read and understands them and this booking agreement.

Signed on behalf of the Committee
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Signed by the Hirer or (if an organisation) by its authorised representative

Date

Penton Village Hall standard hiring conditions

A. The Hirer's responsibilities during the hiring:

- For the Hall's fabric and contents and any damage or loss to either
- For the behaviour of all persons using the Hall during the Event
- For supervising car parking arrangements and, in particular, avoiding obstructing access to Sleepers Cottage and other nearby buildings
- For public safety during the event, including finding out the positions of fire extinguishers and all fire exits and pointing them out to those inside the Hall at the beginning of the Event.
- For making sure noise levels do not annoy any neighbours
- To obtain any legally necessary permissions (e.g. to sell or supply alcohol, or to perform a play, or play commercially recorded material to a paying public).
- For reporting to the Booking Clerk any damage caused, or loss, accident or injury to any person, or failure of equipment during the hiring and for return of keys and leaving the Hall clean and tidy after the Event, using the bins provided for any rubbish.
- Play inflatables must
 - i. have a current PIPA test certificate , and
 - ii. be used in accordance with the manufacturer's recommendations, and
 - iii. be supervised by a responsible adult when in use.
 - iv. Be no taller than 11.5 feet in the Large Hall, to avoid damage to Hall equipment

B. Conditions of use:

- The Hirer will only use the Hall for the purpose hired and for nothing unlawful.
- The Hirer will not sublet the hiring to anyone else.
- Alcohol provided by the Hirer may be consumed if not sold. The Hall is not licensed for the sale of alcohol. If alcohol is to be sold, the Hirer must make suitable arrangements with a licensed publican or obtain a special licence.
- No fireworks will be let off.
- No smoking or illegal drugs to be taken within the building.

C. The Hirer understands:

- The Hirer is financially responsible for any loss or damage caused during the hiring to the Hall and its contents.
- The Committee accepts no responsibility for any of the Hirer's property while it is in the Hall, nor of anyone the Hirer invites to it.
- The Hall insurance covers standard risks for non-commercial usage. *"Use by any non-profit making organisation or person shall not be regarded as use for commercial purposes"*. Any commercial Hirer must therefore make his/its own arrangements to insure against any claims that may arise against him/it resulting from the hiring and use of the Hall.
- The Hirer is responsible for observing any relevant food and hygiene regulations for any food or drink prepared by the Hirer in the Hall or brought into it for the Event.
- No animals (other than guide dogs) may be brought into the Hall without the Committee's written permission.
- The Hirer is responsible for any legal requirements to ensure proper supervision of any children under the age of 8 taking part in the Event.

D. The Committee reserves the right to cancel the hiring (Deposit to be refunded in full):

- If the Hall is required as a Polling Station.
- If the Hall becomes unfit for the use for which it was hired.
- If it has reasonable cause to believe the activity planned is different from that stated to the Booking Clerk and recorded as the Event.