

Semley Village Hall Hiring Agreement

Parties

1 Semley Village Hall Management Committee

2. The Hirer

Agreed as follows:

1 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 the answers to the question in sub-clause 1.7 are terms of this agreement. This Hire Agreement includes the Standard Conditions of hire (provided to the Hirer in a folder) and the Special Conditions of hire (if any) set out in the Schedule provided.

1.1 Date(s) Required: _____ Period Required _____

1.2 Semley Village Hall Registered Charity No. 305567:

Authorised Representative: _____

Address: _____

Telephone No: _____

Email: _____

1.3 Hirer:

Name: _____

Organisation: _____

Address: _____

Telephone: _____

Email: _____

1.4 Hire Fee: _____

Cash Deposit: _____

Balance _____

The cash deposit, levied at the discretion of the management committee, 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 management committee about noise or other disturbance during the period of the hiring as a result of the hiring.

1.5 Premises: The whole of Hall including chairs, tables and kitchen equipment.

1.6 Purpose of hiring: _____

1.7 Is food (other than small snacks) to be provided at the event? Yes No

2. Semley Village Hall does not have a Premises License authorising regulated entertainment and licensable activities. These include:

The performance of plays

The playing of recorded music

The exhibition of films

The performance of dance

Indoor sporting events

Making music

Boxing or wrestling entertainment

Dancing

The performance of live music

The sale of alcohol

2.1 Should you wish to hold any of the licensable activities listed in paragraph 2 above or any similar activities it will be your responsibility to give a Temporary Event Notice (TEN) to Wiltshire Council licensing authority. Note that events at which alcohol is given away will not need a TEN e.g. wedding receptions or private parties. Any individual of 18 years or over may give a licensing authority a TEN.

The TEN must be given to Wiltshire Council and to the chief of police no later than ten working days before the day on which the event is to be held.

- 2.2 There is a limit on the number of TENs which can be granted annually to Semley Village Hall. Therefore the Hirer shall obtain the written consent of the Semley Village Hall management committee before giving the licensing authority a TEN. Failure to do so will result in the cancellation of the hiring without compensation.
- 2.3 Semley Village Hall does not have a license with The Performing Rights Society for the performing of copyright music.
- 2.4 Hall capacity must not exceed 95 standing or 75 seated.
3. The Hirer agrees with the Village Hall to be present or to arrange for an authorised representative to be present during the hiring and to comply fully with this hiring agreement.
4. It is hereby agreed that the Standard Conditions of Hire, provided in the attached folder, together with any Special Conditions of Hire shall form part of the terms of this Hiring Agreement unless specifically excluded in writing between the Village Hall and the Hirer.

As a witness the hands of the parties hereto:

Signed by the person named at 1.2(a) above,
duly authorised, on behalf of Semley Village Hall

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:

Parent/guarantor signature required if hirer is 18 or under.
