SNEATON VILLAGE HALL

Hiring Agreement

THIS AGREEMENT IS MADE …….. (date) (1) BETWEEN THE COMMITTEE (2) AND THE HIRER (3) NAMED BELOW, WHEREBY, IN CONSIDERATION OF SUM(S) MENTIONED IN (4) THE COMMITTEE AGREES TO PERMIT THE HIRER TO USE THE PREMISES FOR THE PERIOD(S) DESCRIBED BELOW:

1 Date(s) Required			
Day(s)		Date(s)	
Month		Year	
Time (per full hour)	From:	To:	

2 Village Hall Management Committee	
Authorised Representative	
Address	
Tel No	

3 Hirer	
(a) Name (if individual)	
(b) Organisation (if applicable)	
(c) Name of Organisation's Authorised Representative	
(d) Contact/Billing Address	
(e) Tel No:	
(f) Is Alcohol to be Consumed at the event?	Yes/No

Note:

- If alcohol is sold written permission will be required from the police for a licence. Temporary licence should be obtained from Scarborough Borough Council
- No Alcohol to be consumed by any person less than 18 years of age
- A member of the management committee must be informed at least 24 hours before any cancellation of booking to avoid incurring the full booking fee. This fee will only be waived/returned due to extenuating circumstances
- Persons completing and signing this hire agreement must be 18 years of age or over

4 Fees for Hire of the Hall (in line with published fees)		
Area(s) of Village Hall Required:	Cost per Hour £	Total Charges (to be paid in advance)

Note:

- Payment to be made before period of hire commences
- Payment to be by cheque payable to "Sneaton Village Hall", or by BACS or cash by prior arrangement

5 Terms

- On making this booking the hirer (whether an individual or organisation representative(s)) is responsible for keeping any noise inside or outside the village hall to a reasonable level

- 'Unruly or bad' behaviour will not be tolerated
- The Fire Exits must be kept clear at all times
- The Fire Logbook must be read and signed every time the hall is used - located on the table at the entrance. Risk Assessment and other instructions held within
- Fuse box is in the kitchen hall
- Folder of instructions for kitchen appliances in second drawer down in kitchen
- Any electrical equipment brought into the hall must be tested to the required standard, and have a label attached to prove this has been carried out. This is to comply with safety regulations for insurance purposes. Users are responsible for any equipment used on site
- The hall must be left clean and tidy- equipment in the cleaning cupboard. Spillages should be cleared up immediately to avoid slips and trips. Bins should be emptied, cupboards left tidy and no food left. Fridge/Freezer should be emptied and cleaned if used. Dishwasher if used should be emptied before leaving the premises
- If the hall is not 'left as found' meaning in clean and tidy condition, a surcharge may be levied to pay for additional cleaning to be carried out
- All rubbish, especially food waste, must be removed to the outside wheelie-bins
- Any damage or breakages must be reported to the committee, it will be decided by the committee what charge will be made for repairs or replacement
- The entertainment licence covers a maximum of 100 people standing or 80 people seated
- The heating, water boiler and lights must be switched off when leaving
- No dogs are allowed
- No watching/recording of programmes as they are being shown on TV or live on an online TV Service via your own TV, laptops, tablets, digital boxes, games consoles, DVD/VHS recorders, mobiles or other devices whilst plugged in to the mains
- For large events, parking to be controlled by users wearing own high viz to avoid pedestrians being hit by moving vehicles
- The hall provides a table trolley and chair trolley to facilitate ease of movement of items
- Note that when using showers the water needs to be run for a few minutes before heated water comes through
- Copy of these terms are available on the noticeboard in the village hall

6 Signatures:
We agree to the terms detailed above:

Hirer: …….. Date: ……
Signature

This hire agreement has been authorised by:

Sneaton Village Hall Representative: …….. Date: …….

This form must be returned by either email or post to:

Email address: info@sneatonvillagehall.co.uk

Correspondence address: Sneaton Village Hall Committee C/O 3 White Cottages Beacon Way Sneaton YO22 5HS

THANK YOU FOR YOUR SUPPORT!