**Quendon & Rickling Village Hall**

**This Agreement** is made on the date (1) and between the Committee (2) and the hirer (3) named below whereby in consideration of the sum(s) mentioned (4).

**A. The Committee** agrees to permit the hirer to use the premises (5) for the purpose (6) and for the period(s) (7) all described below, viz :-

**1.** Date :

**2.** Village Hall Management Committee:

 (a) Quendon & Rickling

 (b) Authorised representative: ..............................................

 Address : ........................................................................

 ...........................................................................

 Telephone number : .........................................................

**3.** Hirer :

 (a) Organisation : .................................................................

 (b) Authorised representative : ..............................................

 Address : ........................................................................

 ...........................................................................

 Telephone number : .........................................................

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **4.** | Fees : | Deposit | £ |  |
|  |  | Hire | £ |  |
|  |  | Total | £ | The deposit being refundable after deduction of the cost of repairing any damage to the Hall or its contents during the period of hire. |

**5.** Premises : Whole of Village Hall

 or

 Part of Hall only, Namely : ...................................

**6.** Purpose of Hiring : ..................................................................................

**7.** Period of Hiring : Date(s) :

 Hours :

**B. The Hirer** agrees with the committee to observe and perform the provisions and stipulations contained or referred to in the Committee’s ‘Standard Conditions of Hire’ for the time being in force as annexed hereto (an understanding of which the hirer acknowledges) together with the special conditions set out in the schedule overleaf.

**Standard Conditions Of Hire**

(If the hirer is in any doubt as to the meaning of the following, the Hall Secretary should immediately be consulted).

**1. The Hirer** will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway. The Hirer should be aware of the Village Hall Health & Safety Policy and is responsible for all occupants during their time of Hire.

**2. The Hirer** shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring into the premises anything which may endanger the same or any insurance policies in respect thereof.

**3. The Hirer** shall be responsible for obtaining licences that may be needed whether for consumption of intoxicating liquor (an application for which licence cannot be made if the Village Hall deed prevents the consumption of alcoholic liquor), from the Performing Rights Society, and for the observance of the same and all other regulations appertaining to the premises stipulated by the Fire Authority, the Local Authority, the local Magistrates’ Court or otherwise.

**4. The Hirer** shall indemnify the Committee for the cost of repair of any damages done to any part of the property including the curtilage thereof or the contents of the buildings during or as a result of the hiring.

**5. If The Hirer** wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Committee.

**6. At The End** of the hiring, the Hirer shall be responsible for leaving the premises and surround in a clean and tidy condition and any contents temporarily removed from their usual position properly replaced, otherwise the Committee shall be at liberty to make an additional charge.

**Schedule Of Special Conditions**

‘Quendon & Rickling Village Hall uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall, staff employment and its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall’s insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the hall Secretary’.

**As Witness** the hands of the parties hereto:

**Signed** by the person named at 2 (b) above (page 1) on

behalf of the Village Hall Management Committee 2 (a) above : ..........................................

**Signed** by the person named at 3 (b) above (page 1) on

behalf of the Organisation named at 3 (a) above : ......................................................