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| Annex A - Longford Village Hall – Hiring Agreement and Standard Conditions of Hire for Longford Village Hall | A close up of a logo  Description automatically generated |

1. THIS AGREEMENT is made on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date), between Longford Village Hall Management Committee, hereinafter called the Committee, and the Hirer named below, whereby in consideration of the sum(s) mentioned in paragraph 3 below:
2. All payments should where possible be made electronically, in exceptional circumstances cash or a cheque may be accepted but please note sufficient time must be made available for the cheque to clear, a minimum of 10 working days.
3. **Bank Account Details**. The Village Halls’ Bank Account details are:

Account Name: Longford Village Hall

Account Number: 6587 9661

Sort Code: 08-92-99

1. **Reference**: Please provide a reference of the date of hire and your surname (or part thereof).

THE Committee agrees to permit the Hirer to use that part of the premises designated in Table 1 for the purposes, period(s) and the fee described below, namely.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Purpose of Hiring |  | | | | | |
| Period of Hiring | Date |  | | Time from/to | |  |
| Description of room and facilities to be hired: | | | | | | |
| Hiring Fee | | | £ | | | |
| £50 security deposit  £100 for under 18 parties | | | Yes | | No | |
| Balance | | | £ | | | |
| Hirers Bank details for return of deposit | | | Name  Account Number  Sort Code | | | |

Table 1 – Hiring details.

|  |  |
| --- | --- |
| The Committee’s authorised official |  |
| Address |  |
| Telephone Number |  |

Table 2 – Village Hall Representative.

## LONGFORD VILLAGE HALL

## Standard Conditions of hire of the Village Hall

1. THE HIRER agrees to observe and perform the provision and stipulations contained or referred to in the Committees Standard Conditions of Hire for the time being in force and as annexed hereto, and in the Rules governing the use of the Village Hall.
2. THE HIRER shall pay in full the cost of the function/activity for the period of hire. A security deposit of £50 will also be required and shall be refunded to the Hirer once the Committee is satisfied that the hall premises have been left in a satisfactory state (in accordance with Rules 15 a), 15c), 15 d) and 16), and in the event of the Committee cancelling the booking, in pursuance of Rule 3c.
3. THE HIRER shall pay the balance of fees due before the conclusion of the booking, as may be directed by the Bookings Secretary. If the Hirer wishes to cancel the booking and the Committee is unable to secure a replacement booking, the question of the repayments of the fee (less the deposit) shall be at the discretion of the Committee. In the event of the Committee cancelling the booking in accordance with rule 3 c, all fees (including the deposit) paid by the Hirer shall be refunded to him/her.
4. THE HIRER shall ensure that the General Rules governing the use of the Village Hall, as supplied to him/her are complied with and by signing to Hire the facilities thereto agree with the terms and conditions as set.
5. THE HIRER shall, during the period of hiring, be responsible for supervision of the premises, protection of its fabric and contents (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.
6. THE HIRER shall be responsible for obtaining any licences necessary in connection with the booking other than those already held by the Committee.
7. THE HIRER shall be responsible for making arrangements to insure against any third-party claims that may lie against his/her organisation whilst using the Village Hall. (The Committee is insured against any claims arising out of its own negligence).
8. THE HIRER shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Justices, the Fire Authority in accordance with Rule 4, the Local Authority or otherwise.
9. The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring on to the premises anything, which may endanger the premises, their users, or any insurance policies relating thereto.
10. 1THE HIRER shall indemnify the Committee for the cost of repair of any damage done to any part of the property (including the curtilage thereof) or the contents of the building, during or as a result of a booking.
11. THE HIRER shall, if selling goods on the Hall premises, comply with Fair Trading Laws and any local code of practice issued in connection with such sales. In particular, the Hirer shall ensure that the local prices of all goods and services are prominently displayed, as shall be the organiser’s name and address, and that any discounts offered are based only on Manufacturers’ Recommended Retail Prices.

## **Longford Village Hall Hire Agreement**

As Witness the hands of the parties hither to Signed by the person named in paragraph 4a of the Hiring Agreement, on behalf of the Committee.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Printed)

Signed by the person named in paragraph 6 of the Hiring Agreement, on behalf of the hiring

organisation:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Printed)

**Supervision**:

Named Duty Responsible Persons (Minimum of 2 - 18yrs +) and 1 Adult per 10 Children under 18yrs

|  |  |  |  |
| --- | --- | --- | --- |
|  | (Signature) |  | (Printed) |
|  | (Signature) |  | (Printed) |
|  | (Signature) |  | (Printed) |
|  | (Signature) |  | (Printed) |

|  |  |
| --- | --- |
| I/We have read, understood and agree to the terms and conditions of hire |  |

**Please print this form, sign and hand it to the Bookings Clerk at the time you pay your Security Deposit and collect the key**

**Or scan and email the completed form to** [**lvh.friends@gmail.com**](mailto:lvh.friends@gmail.com)