

**Agreement between:**

DATED

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PARTIES

(1)

**Wereham Village Hall CIO**

(2)

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(1) The Village Hall named in clause 1.2 acting by its management committee ("Village Hall")

(2) The person or organisation named in clause 1.3 ("Hirer").

**AGREED** as follows

In consideration of the hire fee described in clause 1.4, the Village Hall agrees to permit the Hirer to use the premises for activities described in clauses 1.5 & 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 questions in sub-clause 1.7 and clause 2 are terms of this agreement. This Hiring Agreement includes the annexed Standard Conditions of Hire and any Special Conditions of Hire.

**1.1. Date(s) required**

Date(s) of Hire			
Time From*		Time until*	

\* Please set out the full time that you require the Hall, including any setup and take down times.

**1.2. Village Hall**

Registered Charity	1168472
Authorised Representative	Mrs Doreen Rolph
Address	2, Queen's Close, Wereham, King's Lynn, Norfolk PE33 9AX
Telephone Number	01366 500218

**1.3. Hirer**

(a) Name	
(b) Organisation	
(c) Name of Organisation's Authorised Representative.	
Address	
Email	
Telephone Number(s)	

#### 1.4. Hire Fee

Hire Fee (£) - For the latest hiring rates please see the current Hire Charges. The rate applicable to this event should be inserted in the box below.		
Main Hall	Hrs @ £12	
Community Room	Hrs @ £10	
Meeting Room	Hrs @ £7.50	
Alcohol Licence	£20	
Dedicated use of kitchen	£25	
Use of projector in main hall / community room	£20 / £5	
Portable Staging one -off charge	£60	
Booking Fee	£0.75	£0.75
<b>a)</b>	<b>Sub – Total for above</b>	
<b>b)</b>	Less Deposit Paid (see hire charges)	
<b>c)</b>	<b>Sub – Total (a–b)</b>	
<b>d)</b>	Add Refundable Damage Deposit	
<b>Balance to be paid (c+d)</b> by at least 28 days before the event		

#### 1.5. Commercial Hirers

Village halls are usually held on strict trust with the Charity Commission for the purposes of a village hall. The management committee is bound to ensure that the hall is administered in accordance with those trusts. Accordingly, the village hall is bound to preserve and hereby reserves the right to terminate this Agreement by not less than 7 days' notice, in writing to the Hirer, in the event of the hall being required on the same date / time for the fulfilment of the charitable purposes.

In the event of such termination by the village hall, the village hall shall refund the Hirer all monies paid by the Hirer to the village hall. The village hall shall not however be liable to make any further payment to the Hirer in respect of expenses, costs or losses incurred directly or indirectly by the Hirer in relation to the termination.

#### 1.6. Premises

	Please Tick		Please Tick
Main Hall		Foyer (shared use only)	
Community Room		Kitchen	
Meeting Room		Patio (shared use only)	

Please note that other parts of the Hall may be used by other hirers and entrances and facilities are shared.

### 1.7. Purpose and description of hiring

Public or Private Event		
Description of Event		
Numbers attending Event		
Bouncy Castle	Yes / No	If a Bouncy Castle is going to be used in the hall, please request a copy of our Bouncy Castle Policy

2. The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated on the licence. Please confirm which licensable activities (if any) will take place at your event.

ACTIVITY		THE HALL IS LICENSED FOR	INDICATE ACTIVITIES TO TAKE PLACE AT YOUR EVENT	TIMES FOR WHICH ACTIVITY IS LICENSED
a.	The performance of plays	Y		<b>Opening Hours of the Premises</b> Sunday to Thursday 07.00 to 23.00 Friday to Saturday 08.00 to 01.00  <b>The Sale of Alcohol by Retail</b> Sunday to Thursday 08.00 to 23.00 Friday to Saturday 08.00 to 00.00  <b>Regulated Entertainment (a,b,c,g)</b> Sunday to Thursday 08.00 to 23.00 Friday to Saturday 08.00 to 00.00  <b>Regulated Entertainment (e,f,k)</b> Sunday to Thursday 08.00 to 23.00 Friday to Saturday 08.00 to 01.00
b.	The exhibition of films	Y		
c.	Indoor sporting events	Y		
d.	Boxing or wrestling entertainment	N		
e.	The performance of live music	Y		
f.	The playing of recorded music	Y		
g.	The performance of dance	Y		
h.	Entertainment similar to those in a-g	Y		
i.	Making music	Y		
j.	Dancing	Y		
k.	Entertainment similar to those in i-j	Y		
l.	Provision of hot food/drink after 11pm	N		
m.	The sale of alcohol	Y		

- 2.1. Where a licensable activity will take place, the Hirer hereby acknowledges receipt of a copy of the conditions of the Premises Licence and/or operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agrees to comply with all obligations therein.

- 2.2. Have you indicated in 2(m) col 4 that alcohol will be on sale at your event? Yes / No

If you answer yes to the above question, you will need to seek written permission from the management committee by completing Appendix 1.

2.3. The Hirer agrees not to exceed either the maximum capacity per room or the maximum capacity for the building (as shown below). The maximum capacity includes the organisers / stewards / performers / bar and catering staff / etc.

2.4. *Wereham Village Hall does not permit the sale, distribution or display of any bladed articles on its premises. This includes axes, knife blades and razor blades and any other item that is bladed or is sharply pointed.*

2.5. Having checked the latest government regulations, it would appear that, apart from the recent banning of zombie knives, machetes and other similar articles, retailers are not actually prevented from selling knives to members of the public, as long as they are over the age of 18 and can confirm their identity (including age) with the retailer.

Whole Building	Maximum Capacity	250
Main Hall	Maximum Capacity (Standing Room Only)	250
	Theatre*	Approx. 170
	Banqueting*	Approx. 150
	Wedding / Dinner Dance*	Approx. 120
	Disco / Dance*	Approx. 200
Community Room	Maximum Capacity (Standing Room Only)	40
	Theatre*	Approx. 28
	Boardroom*	Approx. 16
	Classroom*	Approx. 20
	Standing (maximum capacity)	Approx. 40
Meeting Room		Approx. 4

- *Please note that apart from the maximum capacities shown, the other capacities are for guidance. It is the responsibility of the hirer to check the actual capacity achievable for their event.*
- *Please note all doors need to be closed by 10:30pm to prevent noise to surrounding neighbours.*

3. The Hirer agrees to be present at the hall during the hiring and comply fully with this Hire Agreement. (An authorised representative may be used when/if appropriate).
4. It is hereby agreed that the Standard Conditions of Hire together with any Special Conditions of Hire shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Village Hall and the Hirer.
5. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

As Witness the hands of the parties here:

Signed by the duly authorised representative of the Village Hall's Management Committee.

Hall Representative:	Date:
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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.

Hirer:	Date:
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**Appendix 1 - Application for a licensed bar to be provided at an event at Wereham Village Hall**

I hereby apply to Wereham Village Hall Management Committee for authorisation of the sale of alcohol under The Legislative Reform (Supervision of Alcohol Sales in Church and Village Halls) Order 2009 as detailed below:

Description of event	
Date(s)	
Time	
Name	
Organisation (if applicable)	
Name of Organisation's Authorised Representative	
Address	
Email	
Telephone Number(s)	
Name of person(s) to be authorised to sell alcohol in accordance with the Licensing Act 2003	
Address (if different from above)	

**Location:**

Main Hall		Kitchen	
Patio		Foyer	
Community Room		Meeting Room	

Signed by the person named at 1.3 (a) or 1.3 (c) of the Hiring Agreement overleaf (duly authorised on behalf of the organisation named at 1.3 (b), where applicable):

Name:

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Signed:

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I/We hereby agree to authorise the persons named above to sell alcohol at the event described above, on the date(s), at the time(s) and in the location(s) specified above.

Signed by the Wereham Village Hall Committee

Name:

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Signed:

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