

# Staverton Village Hall

Croft Lane, Staverton, Northants NN11 6JE

## Hire Agreement

This document is a modification of a Model Hiring Agreement provided for Village Halls by ACRE (Action with Communities in Rural England). Staverton Village Hall Management Committee (SVHMC) informs hirers of the Hall that by signing an agreement to use the Hall they are entering into a contract that could be used in evidence should legal action become necessary.

**Please read this and then download the Booking Form to fill in and return it to the Bookings Officer.**

### **PARTIES**

SVHMC

The person/hirer or organisation hiring the Hall as shown on the Booking form

### **AGREED as follows:**

1. Throughout this Agreement:

Staverton Village Hall where referred to as “we”; “our” is to be construed accordingly and “we” and “us” mean and include the Village Hall’s charity trustees, employees, volunteers, agents and invitees.

the person or organisation named as hirer on the Booking Form is referred to as “you”; and “your” is to be construed accordingly; “you” also includes the members of your management committee (if appropriate), your employees, volunteers, agents and invitees.

where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Bookings Secretary or, if the Bookings Secretary is not available then our Chairperson.

2. In consideration of the hire fee described in the booking arrangements, we agree to permit you to use the premises for the purpose described and for the times described in the Booking Form. The details inserted in sub-clauses 2.1 to 2.6 below and the answers to the questions in sub-clauses 2.7 to 2.10 are terms of this Agreement. This Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

Date(s) and times: as entered on the completed booking form in the format

2.1.1. Day(s)/Month/Year

- 2.1.2. Time required (hours)
- 2.1.3. Preparation: 30 mins before and 30 mins afterwards

#### Village Hall

- 2.1.4. Registered Charity No: 276646

#### Authorised Representative(s):

- 2.1.5. Mr Graham Simpson Telephone: 07908 882894  
or
- 2.1.6. Mrs Jane Evans Telephone: 07743 957625

Hirer: *as named on the booking form where contact details are also entered*

- 2.1.7. Name
- 2.1.8. Organisation
- 2.1.9. Address
- 2.1.10. Telephone Numbers
- 2.1.11. Email

- 3. Hire Fees: as indicated on the booking form with reference to charges shown there.

Hire charges for the hall are:

- 3.1.1. As published on the Staverton Village Hall website at the time of booking.
- 3.1.2. Free half hour setting up and half hour set-down time.
- 3.1.3. Additional setting up and clearing up charges.
- 3.1.4. These hire charges also include all tables, chairs, crockery.
- 3.1.5. 10% discount available for on-going or group bookings.
- 3.1.6. Charges include lighting, heating and cooking.

Door Code and/or key code are issued and returned by arrangement.

- 4. Staverton Village Hall is run by as a charity whose specific objective is to provide the Hall's facilities for the use of the inhabitants of Staverton. The charity is self funding and the hiring of the Hall for use by non Staverton residents provides an essential source of funds for the upkeep and operation of the Hall. Occasionally the needs of the parishioners may conflict with regular long term bookings and in this event the Committee will endeavour to reach an agreeable compromise acceptable to all parties.

- 5. Purpose/description of hiring:
  - 5.1.1. This is specified on the booking form

- 5.1.2. Will tickets be sold for your event? Yes / No
  - 5.1.3. Is food to be provided at the event? Yes / No
  - 5.1.4. Is alcohol to be provided at the event? Yes / No
  - 5.1.5. Will there be an exhibition of a film? Yes / No
  - 5.1.6. Will live music be performed or recorded music played? Yes / No
6. You agree not to exceed the maximum permitted number of people per room including the organisers/performers
- 6.1.1. Main hall: 80 persons seated, 80 persons seated at tables
7. The hall has a licence with the Performing Right Society (PRS) for the performance of copyright music from Phonographic Performance Licence (PPL).
8. If you are going to sell alcohol then a Temporary Event Notice (TEN) must be obtained in consultation with the Chairperson. This includes giving alcohol as a raffle prize unless the raffle is held specifically at the event and participation in it is by means of purchasing a cloakroom type ticket. Lack of cooperation could result in a fine.
9. You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.
10. We and you hereby agree that the Standard Conditions of Hire (see below), together with any additional conditions imposed under the TEN Licence or that we deem necessary, form part of the terms of this Agreement unless we and you agree in writing.
11. 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.
- 11.1.1. as signed on the booking form, duly authorised by SVHMC
  - 11.1.2. as signed by the Hirer as described on the Booking Form

## **Standard Conditions of Hire**

If you are in any doubt as to the meaning of any of the Conditions, you must seek clarification from us without delay.

## 12. Age

You, not being a person under 18 years of age, hereby accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.

## 13. Supervision

During the period of the hiring, you are responsible for:

- 13.1.1. supervision of the premises, the fabric and the contents
- 13.1.2. care of the premises, safety from damage however slight or change of any sort
- 13.1.3. 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.

As directed by us, you must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

## 14. Use of premises

You must not use the premises for any purpose other than that described in the Agreement and must not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises nor allow the consumption of alcohol without our written permission.

## 15. Insurance and indemnity

You are liable for:

- 15.1.1. the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including its curtilage or its contents.
- 15.1.2. all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment).

We will take out adequate insurance to insure the liabilities described in sub-clause 15.1.1 above and may, in our discretion and in the case of non-commercial hirers, insure the

liabilities described in sub-clause (i)(b) above. We will claim on our insurance for any liability you incur but you must indemnify us against: a

- 15.1.3. any insurance excess incurred and
- 15.1.4. the difference between the amount of the liability and the monies we receive under the insurance policy.

Where we do not insure the liabilities described in sub-clauses 15.1.1 and 15.1.2, you must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to our Hall Secretary. If you fail to produce such policy and evidence of cover, we will cancel this Agreement and re-hire the premises to another hirer.

We are insured against any claims arising out of our own negligence.

## 16. Gaming, betting and lotteries

You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

## 17. Music Copyright licensing

You must ensure that we hold relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate, you must hold such licence(s).

## 18. Music

You must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. This Agreement confers that permission. Music, whether recorded or live, must stop at 11pm.

## 19. Film

You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licences for film. This Agreement confers the required permission on you. (The Deregulation Act 2015 requires you to have our written permission to show a film).

## 20. Safeguarding children, young people and vulnerable adults

You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS).

## 21. Public safety compliance

You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. You must also comply with our health and safety policy – a copy of which can be found in the First Aid cupboard.

You must call the Fire Service to any outbreak of fire, however slight, and give details to our Booking Secretary.

- 21.1.1. You acknowledge that you will familiarise yourself in the following matters:
  - 21.1.1.1. The action to be taken in the event of fire. This includes calling the Fire Brigade and evacuating the hall.
  - 21.1.1.2. Location of fire fighting equipment is detailed on this website under 'Instructions': Item 3 - Fire Precautions (instructions for use are on the appliances).
  - 21.1.1.3. Escape routes and the need to keep them clear and inform the audience of these.
  - 21.1.1.4. Method of operation of escape door fastenings.
  - 21.1.1.5. Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
  - 21.1.1.6. Location of the First Aid box in the kitchen.
  
- 21.1.2. In advance of any activity whether regulated entertainment or not you must check the following items:
  - 21.1.2.1. That all fire exits are unlocked and panic bolts are in good working order.
  - 21.1.2.2. That all escape routes are free of obstruction and can be safely used for instant free public exit.
  - 21.1.2.3. That any fire doors are not wedged open.
  - 21.1.2.4. That exit signs are illuminated.
  - 21.1.2.5. That there are no fire-hazards on the premises.
  - 21.1.2.6. That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied.

## 22. Noise

You must ensure that the minimum of noise is made on arrival and departure, particularly late at night.

You must, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

### 23. Drunk and disorderly behaviour and supply of illegal drugs

You must ensure that in order to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour:

- 23.1.1. no one attending the event consumes excessive amounts of alcohol
- 23.1.2. no illegal drugs are brought onto the premises.
- 23.1.3. drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. We will ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.

### 24. Food, health and hygiene

You must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator and thermometer.

### 25. Electrical appliance safety

You must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided you must make use of it in the interests of public safety.

### 26. Stored equipment

We accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring.

We may, in our discretion, dispose of any items referred to below by sale or otherwise on such terms and conditions as we think fit, and charge you any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:

26.1.1. your failure to dispose of any property brought on to the premises for the purposes of the hiring.

27. 16. Smoking

You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We will ask any person who breaches this provision to leave the premises. You must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire. There is a purpose built receptacle on the wall to the right of the main door as you exit the building.

28. Accidents and dangerous occurrences

You must report to us as soon as possible any failure of our equipment or equipment brought in by you.

You must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our accident book which is located with the First Aid box in the kitchen.

You must report certain types of accident or injury to the chairperson who will complete the report to the incident contact centre online. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

29. Explosives and flammable substances.

You must ensure that:

29.1.1. Highly flammable substances are not brought into, or used in any part of the premises.

No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without our consent.

30. Heating

You must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent. You must not use portable liquefied propane gas (LPG) heating appliances.



31. Animals

You must ensure that Guide dogs, Hearing dogs and assistance dog owners are allowed on the premises.

32. Equal Opportunities

Staverton Village Hall has an Equal Opportunities Policy which must be read and adhered to. This can be found on the at <https://www.stavertonvillagehall.co.uk/committee-members> or provided in printed form on request.

33. Fly posting

You must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and must indemnify and keep indemnified us accordingly against all actions, claims and proceedings arising from any breach of this Condition. If you fail to observe this condition you may be prosecuted by the local authority.

34. Cancellation

If you wish to cancel the booking before the date of the event and we are unable to conclude a replacement booking, we will, at our complete discretion, require payment of the hire fee.

We reserve the right to cancel this Agreement by giving you written notice in the event of:

- 34.1.1. The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- 34.1.2. Our reasonably considering that such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or unlawful or unsuitable activities will take place at the premises as a result of this hiring
- 34.1.3. The premises becoming unfit for your intended use
- 34.1.4. An emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case you will be entitled to a refund of any deposit already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

35. End of hire

You are responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise we may make an additional charge.

36. No alterations

You must not make any alterations or additions to the premises nor install or attach any fixtures or placards, decorations or other articles in any way to any part of the premises without our prior written approval. In our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless you remove them and you must make good to our satisfaction any damage you cause to the premises by such removal.

37. No rights

This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.