

# HEMPSTEAD VILLAGE HALL

## HIRE AGREEMENT

### HIRER DETAILS

Name		Contact number:	
Address			
E-mail			

Is the hirer over 18 years of age? **NO**

Are you hiring on behalf of a club / group? **NO**

If yes, please state club / group here

Type of function to be held

Will you be applying for a Temporary Event Notice?

**NO**

Date required (if hire is required for more than one occasion, please give a schedule of dates and times)

Time required from (including set up)

Time required to (including clearing up)

Rooms required

Main Hall **NO** Committee/Side Room **NO**

## RATES OF HIRE

Room	Rate per hour affiliated	Rate per hour non-affiliated
Main Hall	£11.00	£13.00
Committee/Side Room	£6.00	£7.00
Special Events	48 hour hire of both rooms £350	

## CONFIRMATION OF BOOKING

By signing this document (either manually or electronically) you are agreeing to abide by the terms and conditions of hire as detailed below.

I AGREE TO ABIDE BY THE TERMS AND CONDITIONS OF HIRE <input type="checkbox"/> NO
Signed by:

Please now e mail this completed form to Julie Wilson – [julie@hempstead-essex.org.uk](mailto:julie@hempstead-essex.org.uk)  
(01799 599756, 07903 716308)

Upon receipt of this booking form, you will receive a confirmation e-mail and an invoice for your event. Please make payment by bank transfer (details on invoice) or make a cheque payable to Hempstead Village Hall Management Committee. This should be completed prior to the event taking place. Any deposit due is returnable upon inspection of the venue post your event.

# HEMPSTEAD VILLAGE HALL

## HIRING TERMS AND CONDITIONS

The Village Hall is licensed for a maximum of 140 people in total consisting of 120 people in the main hall and 20 people if using the Committee/Side Room. Hire includes use of the kitchen facilities, furniture and equipment.

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By submitting this application, the hirer agrees to abide by the Terms and Conditions of Hire and Health and Safety requirements detailed below.

### 1. Definitions

- 'Management' means Hempstead Village Hall Management, its committee or representatives.
- 'Hall' means all the buildings, car park and patio, furniture and equipment that belong to Hempstead Village Hall. The recreation ground (known as The Glebe) is not available for exclusive use.
- 'Hirer' means a person over 18 years of age who shall be responsible for ensuring that these terms and conditions will be complied with during the period of hire.
- 'Hire Form' means the form titled Hempstead Village Hall Hire Agreement.
- 'Event' means the hire period, activity or function.
- 'TEN' means Temporary Event Notice for a licensable activity which is issued by Uttlesford District Council upon prior application by the premises user.

### 2. Application for Hire

A Hire Form must be completed and signed by the Hirer and submitted to Management as directed on the form. All details contained on the completed Hire Form are part of these terms and conditions.

### 3. Deposits

A deposit of £100 is required to be paid at the time of submitting the Hire Form for all private functions and non-affiliated organisations. The deposit will be held pending satisfactory inspection of the Hall by Management following the hire period or cancellation of hire by the Hirer. Within 7 days following the hire period and satisfactory inspection of facilities, monies will be returned.

### 4. Acceptance of Hire

Management confirms the hire period and cost by sending the Hirer an invoice for the hire amount. The Hirer will also be sent details of fire emergency points and instructions. Management reserves the right to refuse any application for hire without giving due reasons.

### 5. Licences Duties and Copyrights

The Hirer is responsible for obtaining a TEN and any other licences or rights applicable to the event and undertakes to abide by and comply with all conditions, stipulations and requirements contained in or attaching to any licence or permission granted to the Hirer and to indemnify Management against all claims, costs, demands, fines and fees occasioned by any breach of this undertaking. Details of licences and permissions applied for and those granted are to be supplied to Management at the time of making Hire cost payments.

## 6. Hire Cost and Payment and Cancellation

Hire cost will be based on the period stated on the Hire Form and the current rate on the date of the hire. Hire cost is payable to Management prior to the event taking place. Failure to make payment will result in the Hirer being unable to hire the Hall.

The hire period must take into account the set up prior to the function and completion of cleaning after the function.

Cancellation of hire by the Hirer between 28 days and 7 days prior to the start of the hire period may result in the hire cost being forfeited from the hire payment and/or deposit. Cancellation of hire by the Hirer 7 days or less prior to the start of the hire period, may result in the total hire cost and/or deposit to be forfeited. A refund of deposit and hire cost paid will be made to the Hirer in the event of cancellation or refusal of the hire by Management.

## 7. Security

Hirer is to contact Management one week before the hire date to arrange for the collection and return of the keys for access to the Hall. The Hirer is responsible for the security of the Hall during the hire period and must ensure that all external doors are locked, windows closed, all internal doors closed and lights switched off when the Hall is not occupied and at the end of the hire period.

## 8. Conditions of Use

- No tacks, nails, screws, sticky tape, blu tack, tools, instruments or any other like items may be applied to any part of the Hall property.
- Any equipment, framework, furniture, footwear or any like items must be moved/positioned so as not to cause any damage to the floor, walls, doorways or any other part of the hall property.
- If alcohol is to be consumed at the event, then a minimum of two people over 18 years of age shall be on duty throughout the period of hire to ensure compliance with these terms and conditions and where applicable, the TEN. Two adults over the age of 18 should be in attendance at all times and are legally responsible.
- To avoid nuisance to adjacent residents, the entry into and exit from the Hall and car park should be carried out as quickly and quietly as possible. Functions involving live music and/or amplified sound must have all Hall external doors and windows kept closed and the event must end by midnight and the Hall vacated by 12.30am.
- The area in front of the main entrance must be kept clear and access from the highway to Trevor House must be maintained at all times.
- Access to the Hall property by vehicles in excess of the weight or height restrictions are not permitted.
- The clearance of snow and ice from Hall entrances, exits and car park is the responsibility of the Hirer.
- At the end of the hire period, all furniture and equipment is to be returned to its store place, the Hall to be left in a clean and tidy condition and **all rubbish removed from inside and outside the**

**Hall and removed from site. IT SHOULD NOT BE PLACED IN ANY OF THE BINS OUTSIDE OF THE VILLAGE HALL.**

9. Fire, Health and Safety

- The Hirer must ensure compliance with all regulations issued by Management and Local Authorities pertaining to fire, health and safety during the period of the hire.
- Smoking and electronic cigarettes are NOT allowed anywhere within the Hall buildings.
- All exits within the Hall must be kept free from obstructions to enable quick and easy evacuation.
- Performances and activities involving danger to the public are not permitted.
- Highly flammable or explosive substances shall not be brought into or used in any part of the Hall properties.
- Internal decorations of a combustible nature (e.g. polystyrene, cotton wool) should not be erected.
- No hall fittings, electrical circuits, central heating units may be moved, changed or interfered with.
- Additional heating appliances must not be used on the premises without the consent of the Management.
- All spillages on floors and tables must be immediately cleaned up.
- Large or unusual events or those involving additional equipment may require a risk assessment to be written by the Hirer. The Bookings Secretary will advise if this is required.

10. Liability, Loss or Damage of Property

Any loss or damage to Hall property during the hire period may result in the forfeit of the deposit and or a claim against the Hirer for repair or replacement costs. Management does not accept liability or responsibility for damage or loss of any property which is not part of the Hall property.

Parking in the Hall car park is at the risk of the hirer, this includes any parties involved in the event being held.

11. Management Rights

The Management reserves the right of entry to the Hall at any time. Management reserves the right to alter hire rates and terms and conditions without prior notice.

# HEALTH AND SAFETY

## Policy Statement - Hempstead Village Hall Management Committee

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from hall activities;
- To consult with our hall users on matters affecting their health and safety;
- To provide and maintain a safe building and its equipment;
- To ensure safe handling and use of substances;
- To provide information and instruction to hall users;
- To ensure all Committee Members and volunteers are competent to do their tasks, and to give them adequate training;
- To prevent accidents in and around the hall
- To maintain safe and healthy conditions; and to review and revise this policy as necessary at regular intervals.

**Signed: Russ Wide (Chairman)**

**Date: 2<sup>nd</sup> January 2023**

**Review date: 1st January 2023**

**Next review: 1<sup>st</sup> January 2024**