
Winfrith Newburgh Village Hall



Hiring Agreement

Date

Agreement between Winfrith Newburgh Village Hall, Winbrook Fold, Winfrith Newburgh DT2 8LR
Registered Charity no. 1162058

and:

Name of hirer or organisation.....

Agreed as follows:

In consideration of the hire fee detailed below, the Village Hall Committee agrees to permit the Hirer named above to use the premises for the purpose described below for the period given.

Date(s)required.....

.....

Times: From.....until..... (latest time is 11.00pm)

Total number of hours required (including preparation time if needed)

Hirer:

Name of organisation (if appropriate).....

Name of person completing this form.....

Name of Hirer (Organisation's Authorised Representative).....

Address of hirer.....

Contact telephone number(s) of hirer.....

Hire fee (see table of rates below).....

(This is payable on or before the conclusion of the event for which the premises are hired)

Do you require the whole of the village hall? Yes/No

Do you require the Committee Room only? Yes/No

Will you be storing goods or equipment on the premises? Yes/No

Purpose or description of hiring.....

Is the hiring a public or private event?.....

Is food to be provided at the event? Yes/No

Will you require the use of the refrigerator? Yes/No

The Village Hall has a Premises Licence authorising the following activities. Please tick which (if any) of the following activities will take place at your event:

Activity	Hall is licenced for:	Activities to take place at your event
Performance of plays	YES	
Exhibition of films	YES	
Indoor sporting events	YES	
Boxing or wrestling	YES	
Performance of live music	YES	
Playing of recorded music	YES	
Performance of dance	YES	
Other similar entertainments	YES	
Making music	YES	
Dancing	YES	
Similar entertainments	YES	
Provision of hot food or drink after 11pm	YES	
Sale of alcohol	YES	

If alcohol will be available at your event you will need to seek written permission from the Village Hall Committee in order for a bar to be provided or arranged.

The hirer agrees not to exceed the maximum permitted number of people per room including the organisers and performers:

Main Hall: 100

Committee Room: 50

Where a licensable activity will take place, the hirer hereby acknowledges receipt of a copy of the conditions of the Premises Licence and agrees to comply with all obligations therein.

The Village Hall has a licence with the Performing Rights Society for the performance of copyright music.

The hirer (or their authorised representative) agrees with the Village Hall to be present during the hiring and to comply fully with this Hire Agreement.

It is hereby agreed that the Conditions of Hire together with any additional conditions imposed under the Premises Licence or that the Village Hall Management Committee deem necessary shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Village Hall and the Hirer. A copy of the Premises Licence is displayed on the noticeboard in the hall.

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 hereto:
Winfrith Newburgh Village Hall: Registered Charity no. 286849

Representative: Anthony Parish

Address: Winbrook, Thornicks, Winfrith Newburgh, Dorchester DT2 8JZ

Telephone number: 01305 853876

In case of emergency contact 01305 851659 or 01305 853946

Signed by the person named above, duly authorised, on behalf of the Village Hall Management

Committee.....

Signature of hirer.....

When completed this form should be returned to the hall representative named above. A copy will be returned to you for your records. You should retain the Conditions of Hire for reference.

Hire rates:

- Hall hire by Winfrith Parish residents: £6.00 per hour
- Hall hire by Winfrith Parish non-residents: £12.00 per hour
- Hire of committee room only: £3.00 per hour (residents and non-residents)
- Charge for loan of crockery outside the hall: £10.00 per day (residents and non-residents)
- Charge for loan of tables and chairs outside the hall: 50p per item per day (residents and non-residents)

Revised November 2015

Charity No. 1162058