

Little Birch Village Hall Hiring Agreement

Date

Parties

- (1) The Little Birch Village Hall, acting by its Management Committee. (Reference to the Little Birch Village Hall Management Committee (LBVHC) means Little Birch Village Hall Trustees.)
- (2) The person or organisation named in clause 1.3 ("Hirer").

AGREED as follows:

1. In consideration of the hire fee described in clause 1.4, the Village Hall agrees to permit the Hirer to use the premises described in clause 1.5 for the purpose described in clause 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-clauses 1.7 and clause 2 are terms of this agreement. This Hiring Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

1.1 Dates(s) required:

Day/s	
Whether one-off event, weekly or monthly	
Start/end dates	
Event time	
Preparation and clear up time	
Total time required	

1.2 Little Birch Village Hall

(a) Registered Charity No

508003

(b) Authorised Representative

Bookings Secretary, acting on behalf of the Little Birch Village Hall Management Committee

Address

Little Birch Village Hall, Barrack Hill, Little Birch, HR2 8AZ

Telephone Number

07849637242

1.3 Hirer:

(a) Name

(b) Organisation

(c)	Name of Organisation's Authorised Representative	<input type="text"/>
	Address	<input type="text"/>
	Contact Telephone Numbers	<input type="text"/>
1.4	Hire Fee	£10 per hour (Oct-Mar), £8.50 per hour (Apr-Sept) or £60 per day (£50 per day for local users)
	Deposit	£ <input type="text"/>

At the time of booking, the Hirer shall pay as deposit at least one third of the cost of the booking.

Balance payable (to be paid by 1 week prior to one-off events)	£ <input type="text"/>
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In the case of one-off events, the balance of the booking fee will be payable at least one week prior to the event for which the premises are hired (the deposit having been paid on the signing hereof). Regular weekly or monthly events will be invoiced to the hirer.

Special deposit	£25.00 <input type="text"/>
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This special deposit will be refunded within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents nor complaints made to the Village Hall Management Committee about noise or other disturbance during the period of the hiring, as a result of the hiring.

Commercial Use?	Yes/No
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1.5 Premises

Whole of hall	<input type="text"/>
If part of hall, please specify	<input type="text"/>
Storage of equipment	<input type="text"/>

1.6 Purpose/description of hiring

<input type="text"/>

This will be a public/private event?	<input type="text"/>
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1.7 Is food to be provided at the event?	<input type="text"/>
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1.8 PROTECTION FOR MINORS AND VULNERABLE ADULTS

If your activity involves under 18s or vulnerable adults, please tick the appropriate box below to confirm that all adults present will either be parents/guardians/close relatives of the children/vulnerable adults involved, or if not, have been DBS checked, or are part of an organisation which has a current safeguarding policy in place.

a.) Parent or Carer Present

- ☐ YES - children or vulnerable adults will be involved in the activity and a parent or carer will be present throughout the event.
- ☐ N/A (I confirm that no children or vulnerable adults will be involved in the activity)

b.) No Parent or Carer present - Copy of DBS certificate attached – if Child or Vulnerable Adult present during period of hiring.

- ☐ YES – NAME OF PERSON PRESENT
- ☐ N/A (I confirm that no children or vulnerable adults will be involved in the activity)

c.) Organisational Event - Copy of Safeguarding policy attached – if Child or Vulnerable Adult present during period of hiring.

- ☐ YES
- ☐ N/A (I confirm that no children or vulnerable adults will be involved in the activity)

If no organisational Safeguarding Policy in place.

I confirm as the hirer of Little Birch Village Hall, all users of the hall during this period of hiring will abide by Little Birch Village Hall Safeguarding Policy.

☐ Signed Date

2. The Village Hall does not hold a Premises Licence. For any community events organised by the LBVHC, the LBVHC Licence Holder will apply for a Temporary Event Notice (TEN) when required. For private/commercial events, the organiser of the event must apply for a TEN if any of the below regulated activities are planned.

Please note, if it is planned to sell alcohol at the event, advance written permission to do so must be obtained from the LBVHC, prior to applying for a TEN. A copy of the TEN then must be shown to the LBVHC representative in advance of the event.

Date written permission obtained:

Please confirm which licensable activities will take place at your event:

Activity	The hall is licensed for (must be completed by the committee)	Times for which the activity is licensed (must be completed by the committee)	Indicate activities to take place at your event (must be completed by the hirer)
a. The performance of plays			
b. The exhibition of films			
c. Indoor sporting events			
d. Group Social Event/Private Parties			
e. The performance of live music			
f. The playing of recorded music			
g. The performance of dance			
h. Entertainments similar to those in a – g			
i. Making music			
j. Dancing			
k. Entertainment similar to those in i – j			
l. The provision of hot food/drink after 11pm			
m. The sale of alcohol			

- 2.1 The hirer agrees not to exceed the maximum permitted number of people in the hall, including the organisers/performers (140 people seated).

- 2.2 Where a licensable activity will take place, the hirer hereby acknowledges receipt of a copy of the Operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agrees to comply with all obligations therein. Please note, where the event includes licensable activities, there must be two named attendants available at the event, including the hirer, to meet the requirements of the licensing conditions and Operating Schedule.

2.3

Named attendant 1:
Named attendant 2:

3. The Hirer agrees with the LBVHC to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.
4. It is hereby agreed that the Standard Conditions of Hire together with any additional conditions the LBVHC 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.

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.
6. **Covid 19** Little Birch Village Hall's guidance for hirers is attached below.
By signing this Hiring Agreement, Hirers agree to follow the guidance.

As Witness the hands of the parties hereto:

Signed by the person named at 1.2(b) above, duly authorised, on behalf of the Little Birch Village Hall's Management Committee

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, where applicable

Please note that signatures do not need to be witnessed.

Covid 19 Guidance for Hall Hirers

Following the lifting of most legal restrictions by the Government from 19th July 2021, replaced by "cautious guidance" for individuals, businesses and the vulnerable, the following requirements will be in place for all Hirers of Little Birch Village Hall, until for notice.

Little Birch Village Hall Management Committee will provide:

- Weekly professional cleaning of the hall, and extra deep cleaning as and when necessary.
- Hand sanitisers at the entrance and in all kitchen and toilet areas. Paper towels will be available.
- Regular collection of general rubbish generated by the additional requirements of cleaning. (Recyclable items should continue to be taken away by users.)
- Posters will be in place, reminding users of covid 19 safe practice, including 'stay at home if unwell', hand washing and face mask use.
- Little Birch Village Hall QR code will be at the entrance for users of the NHS Test and Trace app.

Hirers must:

- Identify and inform the Management Committee, in advance of hiring, their plans for safe use of the hall, including numbers expected to attend, ventilation arrangements, use of face masks, advice to attendees not to attend if feeling unwell. This must be available at the time of signing the hiring agreement.

- **Use of face masks is strongly recommended by the Management Committee, as is adequate ventilation of the hall.**
- Keep a written record of all attendees at their events, including all attendee contact details.
- If an attendee tests positive for Covid 19, the Hall hirer must notify the Management Committee as soon as possible so that the hall can be closed for deep cleaning before any further use.
- NHS Test and Trace arrangements must then be followed by the hirer and attendees, including self-isolation of all contacts. (This remains law, regardless of vaccination status.)
- Hirers must provide their own tea towels and it is recommended that they provide their own crockery at this time.

Audit details	
Status and date Next review date Version: 1.2	Approved by Committee on 4/8/2021 <i>As date above + 12months</i>