

BARNBY IN THE WILLOWS VILLAGE HALL HIRE AGREEMENT

In consideration of the hire fee described below Barnby in the Willows Parish Council agrees to permit:

(the Hirer) to use Barnby in the Willows Village Hall for the purpose of

on from..... to.....

Fees:

If the Hirer has a genuine and physical connection with Barnby in the Willows the fee payable will be £4.00 per hour for the duration of the period that the Village Hall is under the control of the hirer and will include an allowance for the Caretaker's time should his services be required. In all other circumstances the fee payable will be £6.00 per hour.

Additionally, if use of the kitchen facilities is required for anything other than the preparation of light refreshments, a daily charge of £20.00 is payable.

No fee is payable for events, functions or activities held specifically to raise funds for the running, improvement or development of the Village Hall.

The agreed fee for this hiring is: £

The Hirer agrees to adhere to the following conditions of hire:

1. The Hirer (or representative) will observe the entry procedures as displayed in the Village Hall porch.
2. The Hirer (or representative) will appoint a nominated person and a deputy to act as fire marshals who will explain to all present at the beginning of the event, function or activity the action to be taken in the event of a fire or dangerous occurrence or on hearing the fire alarm as displayed on the notices within the body of the Hall.
3. The Hirer must obtain separate written authorisation from the Designated Premises Supervisor if alcohol is to be sold and must supply the names and addresses of those appointed to dispense alcohol at the function/event. (A separate authorisation form is appended for this purpose.)
4. The Hirer agrees to adhere to all regulations, laws and requirements as laid down by the Food Standards Agency
5. The Hirer is responsible for the supervision of the Hall during the period of hire and undertakes to leave the Hall in a clean and tidy state and will be responsible for the behaviour of attendees and make good any damage to the Hall or its contents.
6. The Hirer will ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning.
7. The Hirer must report any accident or dangerous occurrence, no matter how trivial, in writing to the Barnby in the Willows Parish Council as soon as possible.
8. The Hire undertakes to ensure that a minimum of 2 competent attendants are present during the event, function or activity or 4 competent attendants if the majority of those present are under the age of 16
9. The Hirer will ensure that any activities for children under eight years of age comply with the provisions of the Children Act 1989 and that only fit and proper persons have access to the children.
10. The Hirer will not attach any fixtures, placards or decorations to any part of the building without the prior approval of the Parish Council.

This hiring agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

Clerk, Yvette Wellard: 01636 626780

Name of hirer/organisation.....

Address.....

TelephoneEmail.....

Signed by the authorised representative of Barnby in the Willows Parish Council.

Date:

Signed:

Signed by the Hirer, or where appropriate, by the authorized agent or representative of the Hirer on behalf of the Hirer.

Date:

Signed:

This hiring agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

WE WISH YOU A HAPPY AND SUCCESSFUL FUNCTION

Not to Scale

