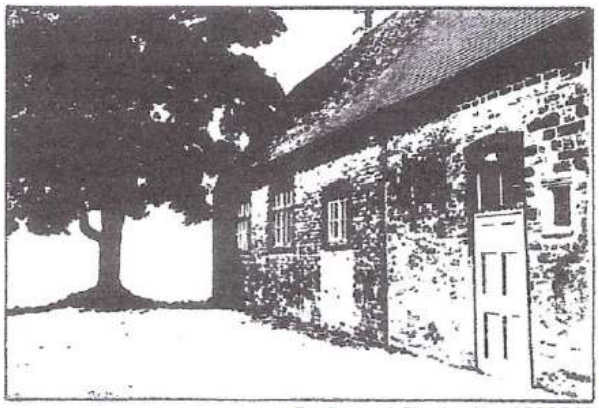
Drayton Village Hall
Stratford Road
Drayton
Banbury
Oxfordshire
OX15 6EN



Registered Charity No. 1000841

HIRING AGREEMENT

DATED

PARTIES

(1) Drayton Village Hall
(2)

(1) The Village Hall named in clause 1.2 acting by its Management Committee ("Village Hall").
(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:

From / / to / /

Total time required hours (Including preparation time)

Time to

1.2 Drayton Village Hall

(a) Registered Charity No 1000841

(b) Authorised Representative Jo Warburton
07515 143602 jowarburton1968@gmail.com

If unavailable, then contact Mike Buchanan, Holly House, Drayton, OX15 6EH
07739 078998 mikebuch63@gmail.com

1.3 Hirer:

(a)	Name	
(b)	Organisation	
(c)	Name of Organisation's Authorised Representative	
	Address	
	Contact Telephone Numbers	
	Email address	

1.4 Hire Fee

Hire Fee	**£**
Deposit	£

The Hirer shall pay the deposit at the time of signing this Hiring Agreement. The balance of the booking fee is payable on or before the conclusion of the event for which the premises are hired (the deposit having been paid on the signing hereof).

This 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 about noise or other disturbance during the period of the hiring as a result of the hiring.

A deposit should be paid as requested as compensation for loss of revenue in the event of the hirer cancelling at short notice.

Commercial Use? Yes / No **Registered Charity?** Yes / No

1.5 Premises

Just the Hall, or ☐ Hall with kitchen ☐

1.6 Purpose/description of hiring

Will this be a public or private event?	
Will there be a charge for entry?	Yes / No
Will the event be generally published?	Yes / No

1.7 Is food to be provided at the event?

Will use of the kitchen be required? Yes / No

2. Licences

2.1 The Village Hall does **not** have a **Premises Licence** authorising any of the following regulated entertainment and licensable activities. If any of the following **Licensable activities** are planned, then the Hirer will be responsible for giving a Temporary Event Notice (TEN) to the Licensing Authority.

- the retail sale of alcohol,
- the supply of alcohol in clubs,
- the provision of late-night refreshment, and
- the provision of regulated entertainment, defined as:
    a) a performance of a play,
    b) an exhibition of a film,
    c) an indoor sporting event (for competition or display),
    d) a boxing or wrestling entertainment,
    e) a performance of live music (NB if it is incidental to some other activity, which is not in itself regulated entertainment, it is not licensable.)
    f) any playing of recorded music, (NB if it is incidental to some other activity, which is not in itself regulated entertainment, it is not licensable.)
    g) a performance of dance (NB Morris dancing or any dancing of a similar nature is not licensable, nor is the performance of unamplified live music as an integral part of such dancing.)

Will any of these activities take place? Yes / No
Which?

If you answer yes to the above question, the HIRER shall obtain the written consent of the Management Committee on the form provided for this purpose before giving the licensing authority a TEN. Failure to do so will result in cancellation of the hiring without compensation because there is a limit of 15 on the number of TENs which can be granted annually for any premises. Lack of co-operation could affect future fundraising by the hall Management Committee and local voluntary organisations.

2.3 Please note that the Village Hall does **not** have **The Music Licence** for the public performance / playing of copyright music in the Village Hall.

3. The hirer agrees **not to exceed the maximum permitted number** of people which is 96 standing or 45 seated (with minimum clear space between rows of 305mm and with gangways a minimum of 1.05m wide). Standing or sitting in front of the fire doors should not be permitted.

4. The Hirer agrees with the Village Hall to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.

5. It is hereby agreed that the Standard Conditions of Hire together with any additional conditions imposed under a Premises Licence (see clause 2.1) 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.

6. 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.

7. I confirm that I have read and understand the ***Standard Conditions of Hire*****.**

As Witness the hands of the parties hereto:
Signed by the person named at 1.2(b) above, duly authorised, on behalf of the Village Hall's Management Committee

…… ……Print Name:

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

…… ……Print Name:

Please note that signatures do not need to be witnessed.

Drayton Village Hall
Stratford Road
Drayton
Banbury
OX15 6EN

General Data Protection Regulation: **Privacy Notice:**

Drayton Village Hall uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall and its fundraising activities.

Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall's insurers.

If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the hall Secretary.