MUCH MARCLE MEMORIAL HALL HIRE AGREEMENT

Registered Charity 520973

Between: Much Marcle Memorial Hall (acting by it’s management committee)

Authorised Representative: Scott Fleming (Chairman)

And: -

Hirer Details Name:

Organisation:

Address: ………………………………………………………………..

………………………………………………………………..

Mobile Telephone No: ………………………………………………….

E Mail address: …………………………………………………………..

*Please tick rooms required:*

Main Room [ ] Kitchen [ ] Bob Dallow Room [ ]

All rooms include use of toilet facilities and car park.

Date of Hire: ……………….. Time of Hire: from …………..(am/pm) to ………… (am/pm)

In consideration of the hire fee of £ …………………… The Memorial Hall Management Committee permits the hirer to use the premises as described above.

The Hirer shall pay a deposit of £…………….. one month in advance of the hiring date. This deposit in non-refundable if the booking is cancelled within 2 weeks of the hiring date. The balance to be paid one week prior to the hiring date i.e. by ………………………………………………

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

**Main room 100 people. Bob Dallow room 20 people.**

Purpose/description of hiring: ………………………………………………………………………………..

Will this be a public or private event? ……………………………………………….

Will food be provided at this event? …………………………………………………

Will alcohol be sold at this event? ………………………………………………….

NB: The Hall does not hold a licence for the sale of alcohol - If the answer is yes to the previous question then the hirer will need to procure a licence for their event from Herefordshire Council, (email licensinq@herefordshire.qov.uk) a copy should be returned with this hire form.

The Memorial Hall has a Premises Licence authorising the following regulated entertainment and licensable activities from 8am to midnight. Please confirm which licensable activities will take place at your event:

|  |  |
| --- | --- |
| Activity | Please indicate which activity will take place |
| (a) the performance of plays |  |
| (b) Indoor sporting events |  |
| (c) the performance of live music |  |
| (d) the playing of recorded music |  |
| (e) the performance of dance |  |
| (f) entertainment similar to a-e |  |
| (g) making music |  |
| (h) dancing |  |

The hall does hold a licence with the Performing Right Society for the performance of copyright music.

The Hirer (or its authorised representative if appropriate) agrees to be present during the entire

period of hire and to comply fully with this Hire Agreement and the Standard Conditions of Hire which are available on our web site memorialhallmm.com

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

I have read and agree to abide by the Conditions of Hire. This agreement will come into effect once signed and by my/our signature(s) I/we confirm that I/we have read and understand the Data Protection Policy (see web site).

**Use of bouncy castles and/or other land based inflatables or trampolines.**

If the hirer uses any bouncy castle and/or any other land based inflatable they will ensure that:-

* Access and use is controlled by an adult, authorised by the hirer, at all times
* When used outside the building it is securely anchored to the ground at each anchor point
* Each anchor point is signed, or otherwise marked to be made easily visible, and wrapped to prevent injury.
* Soft matting is used to cover hard surfaces adjacent to the front or any open sides where there is a risk of injury from falling from the inflatable.

Signed by Hirer:  Date.

Signed by Management Committee Authorised Representative

……………………………………………………………………………. Date: ……………………………….

Please return this signed form, together with the relevant deposit/final payment

(cheques payable to Much Marcle Memorial Hall) Cheque enclosed [ ]

or BACS - Sort Code: 40.52.40 Account Number 00005472

using the hire date as reference BACS payment sent on [ ]

Please return form to:

Linda Fleming, Bower Cottage, Much Marcle, Ledbury HR8 2NW