

TILBROOK VILLAGE AMENITIES COMMITTEE

Registered Charity Number 302663

TILBROOK VILLAGE HALL HIRING AGREEMENT

The Hirer is to complete and return the **signed** form to the bookings team at bookings@tilbrookvillage.co.uk.

Hirer's Name:	
Hirer's Address:	
Hirer's Telephone Number:	
Hirer's Email Address:	
Date(s) of Event(s):	
Organisation / Company (if applicable), please supply correct information for invoicing if required in organisation/company name:	
Describe the Event/Booking for example public or private, wedding, birthday party, club etc:	
Will there be any performance of music, live or recorded?	
Is alcohol to be provided at the event or during booking? <u>Please note:</u> You will need a Temporary Event Notice (TEN) licence to serve alcohol (even if included in the ticket price) unless the bar is run by the Amenities Committee.	
Approximately how many people will attend the event or use the hall during the booking period?	
Time hiring is to commence including preparation:	
Time Hiring is to finish, including clearing up which should be no later than 00:00 midnight:	
The village hall is equipped with free WiFi.	There is a card in the AV cabinet with the WiFi password.
The village hall is equipped with audio visual equipment which can be hired for an additional fee. Please indicate if you would like to do so:	Blue Tooth enabled sound system – Yes / No; Flat Screen TV for presentations, live streaming, zoom meetings, film viewing (the hirer is responsible for any licencing issues) – Yes / No; Microphone – Yes / No.

CONDITIONS OF HIRE

PRINCIPLE:

Tilbrook Village Amenities Committee is a charity set up to provide a location for the local community to use. It is managed by a committee of volunteers who aim to provide a clean, well-maintained environment suitable for workshops, classes and a wide variety of events.

Charges for the hire of the hall are set to cover the costs associated with the maintenance of the hall, cost of utilities and ongoing improvements. The policy will be reviewed annually.

HIRE COST & TIMES:

Cost to hire the hall from September 2025:

1. £10 per hour for Tilbrook Parish & Stow Longa Resident users;
2. £13 per hour for other users;
3. £30 for Children's Parties (up to 4 hours) for residents;
4. £35 for Children's Parties (up to 4 hours) for other users.

Minimum Hire:

1. There is a minimum hire time of 2 hours (5 hours for a Friday or Saturday evening);
2. Set up and take down time is to be included in the number of hours charged. Entry and exit access to the hall is included in the hire time;
3. The bookings team has the discretion to negotiate a letting within this framework.

AV Equipment - £25 per booking to include:

1. Blue tooth-enabled sound system;
2. Flat screen TV for presentations, live streaming, zoom meetings, film viewing (the hirer is responsible for any licencing issues);
3. Microphone.

SET UP:

Should assistance be required for setting up tables and packing them away a cost of £20 will be charged.

LINEN:

If using the hall tablecloths a £20 laundering fee will apply.

STAGE:

1. A stage is available for hire at a cost of £50;
2. The stage is kept off-site in a barn in the village and will require a committee member's assistance to access and advise on assembling the stage;
3. The hirer will require two people to assist with the assembly, breakdown and return to the barn using their own vehicle;
4. Any damages will be charged at the replacement value.

PAYMENT:

1. Full payment, on receipt of invoice, secures the booking;
2. Cancellation of the booking is possible, at no cost, up to one week prior to the event. Thereafter the hirer will pay a 25% cancellation fee;
3. All payments can be made via BACS or credit card;
4. If a BACS payment is made, please send a screenshot of the payment to bookings@tilbrookvillage.co.uk;
5. Evening events to be finished by 00:00, midnight;
6. Access will be allowed the following morning to clean up.

THE UNDERTAKING OF THE HIRER:

The Hirer undertakes to ensure that they understand the Hire Conditions.

SUPERVISION BY THE HIRER:

The Hirer undertakes to be present, or arrange for sufficient adult representatives to be present, throughout the hiring to ensure compliance with the provisions and stipulations contained or referred to in the Hire Conditions and any relevant license.

RESPONSIBILITY OF THE HIRER:

1. Ensuring that the Premises are kept secure for the duration of the hire;
2. Supervision of the use of the Premises and the care of its fabric and contents;
3. Ensuring that the Premises (including kitchen, kitchen appliances and toilets as appropriate) are left clean and tidy;
4. Rubbish to be placed in the HDC bags provided and placed outside the Hall at the end of the hire;
5. Ensuring that all equipment, chairs and tables have been returned to their storage locations safely, the Premises are cleared of people, all lights switched off, the curtains on the ground level are closed, and the building secured;
6. Ensuring that any temporary fittings and fixtures comply with Health and Safety guidance, and in particular ensuring that any decorations used are not a fire hazard;
7. Ensuring that any equipment or electrical appliances brought onto the Premises and used there shall be certified safe and in good working order, and used in a safe manner;
8. Ensuring that no dogs (excluding guide dogs) are brought into the building, without written permission of the Tilbrook Village Hall Amenities Committee;
9. Ensuring that they and their attendees recognise the fact that the Premises are situated in a residential neighbourhood and conduct themselves accordingly, especially late at night;
10. Ensure that smokers do not leave cigarette butts on the ground in or outside the Village Hall.

FIRE REGULATIONS:

1. The Hirer must ensure that the "Emergency Exit" signs are kept illuminated and at no time are covered by decorations;
2. The Hirer must ensure that the Fire Brigade is called to any outbreak of fire, however slight, and details are given to the Village Hall Manager or Booking Manager (Jacqui Bouffler);
3. The Hirer must prior to the start of an event indicate the fire exits to persons attending the event.
4. The Hirer must ensure that all fire exits in the hall are kept clear at all times.

USE OF THE PREMISES:

1. The Hirer shall not sub-let or use the Premises for any purpose other than that described in their Booking Application;
2. The Hirer shall not use the premises or allow the Premises to be used for any unlawful purpose or in any unlawful way;
3. The Hirer shall not do anything or bring onto the Premises anything which may endanger the Premises or render invalid any insurance policies in respect thereof;
4. The Hirer shall not allow the use of illegal drugs on the Premises.
5. The Hirer shall not allow smoking or vaping in the Premises.

CAR PARKING:

1. Vehicles are parked at owner's risk;
2. No vehicles are to be parked overnight without prior approval from the bookings team;
3. Guests should ensure they use the car park at the rear of the Village Hall or the marked parking bays at the front of the Village Hall in the first instance, minimizing parking on Church Lane.

COMPLIANCE WITH LEGISLATION RELATING TO CHILDREN OR VULNERABLE ADULTS:

1. The Hirer shall ensure that any activities at the Premises for children or vulnerable adults comply with current legislation;
2. In that regard only fit and proper persons have access to children or vulnerable adults;
3. Child Protection Policies are the responsibility of the Hirer.

INDEMNITY:

The Hirer shall indemnify and keep indemnified each of the Trustees of the Village Hall and their employees, volunteers, agents and invitees against:

1. The cost of repair of any damage done to any part of the Premises including the curtilage thereof or the contents of the Premises;
2. Against all actions, claims, and costs of proceedings arising from any breach of the Hall Conditions;
3. All claims in respect of damages, including damage for loss of property or injury to persons, arising as a result of the use of the Premises (including the storage of equipment) by the Hirer;
4. As directed by the Tilbrook Village Amenities Committee, the Hirer shall make good or pay for all damage (including accidental damage) to the Premises or to the fixtures, fittings or contents and for loss of contents.

DOGS:

1. No dogs are permitted in the hall (**APART FROM ASSISTANCE DOGS**) if food is being served;
2. Dogs can be brought into the hall provided no food is being served, they must be leashed or harnessed and under the direct supervision of the owner at all times;
3. If a dog's behaviour becomes unacceptable, the owner must immediately remove the dog;
4. Any fouling by a dog must be cleaned up immediately and any clean-up costs incurred by the Amenities Committee will be charged to the Hirer.

INSURANCE:

1. The Hirer is responsible for ensuring that any catering company or operator hired to bring equipment such as bouncy castles onto the Premises has relevant and appropriate insurance, which shall include public liability insurance;
2. It is strongly advised that commercial hirers and sub-contractors have Public Liability insurance (£5,000,000 minimum indemnity).

ACCIDENTS AND DANGEROUS OCCURENCES:

1. The Hirer must report all accidents involving injury to the Village Hall Manager as soon as possible via email bookings@tilbrookvillage.co.uk. The Hirer shall ensure the appropriate medical assistance is sought, or an ambulance is called.
2. Any failure of equipment, either belonging to the Village Hall or brought in by the Hirer must also be reported as soon as possible.

STORED EQUIPMENT:

1. The Tilbrook Village Amenities Committee accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded;
2. Any items left in the Village Hall may be donated to charity if not claimed within 7 days.

NO ALTERATIONS:

1. **No Blu-tack, drawing pins, adhesive tape** or similar may be used on any surface;
2. No other alterations or additions may be made to the Premises, and no fixtures may be installed, or placards, or other articles be attached in any way to any part of the Premises without the prior written approval of the Tilbrook Village Amenities Committee.

CANCELLATION BY THE TILBROOK VILLAGE AMENITIES COMMITTEE:

The Tilbrook Village Amenities Committee reserves the right to cancel a hiring by written notice to the Hirer in the event of the Premises being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election or referendum or if the Tilbrook Village Amenities Committee reasonably considers force majeure:

1. Such hiring may lead to a breach of the licensing conditions or other legal or statutory requirements, or
2. Unlawful or unsuitable activities may take place at the Premises as a result of the hiring, or
3. The Premises have become unfit for the use intended by the Hirer;
4. In any such case the Hirer shall be entitled to a refund of any deposit or hire fees already paid, but the Tilbrook Village Amenities Committee shall not be liable for any resulting direct or indirect loss or damages whatsoever.

HIRER ACCEPTANCE:

I, the individual named on the Booking Form, confirm that I am over 18 years of age. I also confirm that I have read this document, understood, and agree to be bound by all of the Terms & Conditions of Hire listed within this document (5 Pages).

Signed: _____

Print Name: _____

Date: _____