



Coxheath Residents Village Hall

Registered Charity No: 295467

Please return all correspondence to this address:

Coxheath Village Hall

Stockett Lane

Coxheath, Maidstone, Kent ME17 4PT

Email: lettingsecretary.crvh@gmail.com

DATE OF EVENT: in the Small Hall.

HIRING AGREEMENT

This Agreement is made on the date (1) and between the **Committee** (2) and the **Hirer** (3) named below.

A. The **Committee** agrees to permit the **Hirer** to use the premises for the purpose (4) and the period(s) all described below (5).

1. **Date of Agreement:**

2. **Coxheath Residents Village Hall Management Committee Representative:**

Name: The Letting Secretary.

Address: Coxheath Residents Village Hall, Stockett Lane, Coxheath, Maidstone, Kent, ME17 4PT

3. **Hirer:**

Organisation or User Group:

Authorised Representative of Organisation or Individual Hirer:

Mr/Mrs/Ms/Miss

Position

Address:

Telephone:

Email:

4. **Purpose of Hiring:**

This will be a private/public event (delete as appropriate)

5. **Period of Hiring:**

Date:

From:

Small Hall and Tea Bar (Capacity 80)

Tick as required

Seated at tables (Capacity 60)

Tick as required

Exceeding the above capacities invalidates the hall insurance and is carried out at the users' own risk should an incident arise.

6. Will alcohol be consumed on the premises? **YES / NO**
If YES, are you intending to sell alcohol? **YES / NO**

7. For safety reasons the use of **Bouncy Castles** and other **Air Inflated Devices** used for sliding or jumping upon are **Strictly Prohibited** within the building or the grounds of the hall.

If anyone uses one of these devices, they do so at their own risk and will be wholly responsible for any claims made against them if an incident or accident occurs. **Coxheath Residents Village Hall do not accept any liability for any unauthorised use of these devices.**

Hiring Fees for Event:

Deposit is refundable as soon as possible after the event, subject to conditions of hire.

Deposit		£100.00
Hire of Small Hall	Hrs. @ £	£
Performing Rights		£

Total Cost of Hiring: -----
£

I/We will pay the refundable deposit by bank transfer to the **Coxheath Residents Village Hall** account.

One signed copy of each of the enclosed forms to be returned within **10 days** in order to secure this booking.

I/We agree to pay the balance of the **hiring fee** not later than **21 days** prior to the hiring.

I/We agree to be bound by and to observe the annexed Conditions of Hire, one copy of which I/We return, duly signed, together with one copy of the Hiring Agreement.

I/We agree to return the keys to the key box once the property is properly secured and locked.

B. The **Hirer** agrees to be present during the hiring and to perform the provisions and stipulations contained or referred to in the **Standard Conditions of Hire** for the time being in force as annexed hereto.

SIGNED BY HIRER: _____

NAME (block letters): _____

Date:

AS WITNESS the hands of the parties hereto:

SIGNED on behalf of the Village Hall Management Committee: *Chris Baker*

NAME (block letters): CHRISTOPHER BAKER, LETTING SECRETARY

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STANDARD CONDITIONS OF HIRE

- If the **Hirer** is in any doubt as to the meaning of the following the Village Hall Letting Secretary should be consulted immediately.
 - Please note that the premises known as Coxheath Residents Village Hall is a **NO-SMOKING** building.
1. The **Hirer** will be a responsible adult, aged 21 or over. During the period of hiring, the **Hirer** is responsible for the supervision of the premises - the fabric and the contents - their care, safety from damage (however slight) or change of any sort and for the behaviour of all persons using the premises whatever their capacity; including proper supervision of parking arrangements so as to avoid obstruction of the highway.
 2. The **Hirer** shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises, or allow the premises to be used, for any unlawful purposes or in any unlawful way, nor to do anything, including keeping all passageways and foyers free from obstruction, which may endanger the same or render invalid any insurance policies in respect thereof, nor allow the consumption of alcoholic liquor thereon without written permission.
 3. The **Hirer** shall indemnify the **Committee** against the cost of repair of any damage done to any part of the property including the area surrounding the Hall or to the contents of the building which may occur during the period of the hiring, or as a result of the hiring and shall at the conclusion of the hiring ensure that the premises and contents thereof, including all the toilet facilities for use therein, are left in a clean and tidy condition, and that all furnishings included in the hiring are replaced in a clean condition and in the respective places and cupboards in which they were at the commencement of hiring. Decorations shall only be attached to the wall hooks provided for the purpose. No attachments shall be made to any other fixtures or fittings in the Hall.
 4. The **Hirer** shall be responsible for ensuring that the premises are **PROPERLY SECURED AND LOCKED**, unless otherwise directed, and that the keys are returned to the key holder on completion of the hiring.
 5. The **Hirer** SHALL BE AWARE THAT THE TIME BOOKED FOR AN EVENT IS THE TIME AT WHICH THEY MAY ENTER THE BUILDING AND ANY TIME NEEDED FOR SETTING UP OR DISMANTLING SHOULD BE INCLUDED WITHIN THE TIME BOOKED.
 6. The **Hirer** shall be responsible for contacting the Police or any other Emergency Services should the occasion arise.
 7. The **Hirer** shall, if preparing, serving or selling food or drink, observe all relevant food, health and hygiene legislation and regulations.
 8. The **Hirer** shall ensure that any electrical appliances brought by him/her to the premises and used therein, shall be safe and in good working order, and used in a safe manner.
 9. The **Hirer** shall ensure that any activities for children under eight years of age comply with the provisions of The Children's Act 1989 and that only fit and proper persons have access to the children.
 10. For safety reasons the use of **Bouncy Castles** and other **Air Inflated Devices** used for sliding or jumping upon are **Strictly Prohibited** within the building or the grounds of the hall.

If anyone uses one of these devices, they do so at their own risk and will be wholly responsible for any claims made against them if an incident or accident occurs. **Coxheath Residents Village Hall do not accept any liability for any unauthorised use of these devices.**

11. The **Hirer** shall clear away all rubbish into the dustbins provided at the front of the building and any excess shall be removed by the **Hirer** from the premises or the car parks or surcharge will be imposed. **Recycling** - The hall is not currently equipped for recycling, could we please ask that you take home any items that are recyclable instead of placing them in the bin? Also, if the purpose of hiring is a Jumble or other type of sale, the **Hirer** is responsible for making other arrangements to dispose of any surplus stock.
12. **Liquids and sprays** - Any use of sprays, aerosols and liquids are done so at the hirers own risk and must be removed from the hall premises at the end of the hire period.
13. The **Committee** reserves the right to refuse a booking without notice or to cancel the Hiring Agreement at any time either before or during the term of the Agreement. The **Hirer** shall be entitled to reimbursement of such monies, including the deposit or a proportion of the same, as have been paid by the **Hirer** to the **Committee**, but the **Committee** shall not be liable to make any payment to the **Hirer**.
14. In the event of the **Committee** having to cancel a booking due to the Hall being required for use as a Polling Station for a Parliamentary or Local Government Election or Bye-Election, or the hall or any part thereof being rendered unfit for the purpose for which it has been hired, the **Hirer** shall be entitled to the refund of any hiring fee or deposit already paid, but not to any compensation for loss or damage whatsoever.
15. If the **Hirer** wishes to cancel a booking before the date of the event and the **Committee** is unable to conclude a replacement booking, the question of refund of any hiring fee or deposit already paid shall be at the discretion of the **Committee**.
16. **Main Hall Stage.** The hire of the main hall does not automatically include the use of the stage. Due to the moveable scenery, sound and lighting equipment, including items stored on the stage area, the use of the stage is not allowed unless specifically applied for and a disclaimer is signed and returned to the hall secretary.

SPECIAL CONDITIONS OF HIRE

If a hire is booked until 11.45 p.m. it is done so on the understanding that the Hall will be cleared and vacated by that time, in accordance with an agreement with the Coxheath Parish Council and adjacent residents.

For such hires: bands, discos and other music **MUST** be turned off at 11.00 p.m. and bars **MUST** finish at the same time, 11.00 p.m.

If the **Hirer** does not comply with this condition, the Committee will consider it a breach of contract and will be at liberty to make an additional charge.

The **Hirer** agrees to be present during the hiring and to perform the provisions and stipulations contained or referred to in the Standard and Special Conditions of Hire for the time being in force as annexed hereto.

AS WITNESS hands of the parties hereto:

SIGNED on behalf of the Village Hall Management Committee Chris Baker

SIGNED individual Hirer or authorised individual on behalf of organisation _____

NAME: _____ **DATE:** _____

ADDRESS

TELEPHONE:

EMAIL: