

Letwell Village Hall Hire Agreement

| Applicant Details | | | | | | |
|---|-----------|--------|-------------|-----------------|------------|----|
| Full Name | | | | | | |
| Organisation | | | | | | |
| Address | | | | | | |
| Address | | | | Post Code | | |
| Phone | | | | Email | | |
| Hire Details | | | | | | |
| Dates of Hire | | | | Day/s | | |
| Hours of Hire | | | | Recurring Event | Yes | No |
| Purpose/Event | | | | | | |
| | | | | Max People | | |
| Rates | | | | | | |
| Letwell Residents | £7 / Hour | Others | £ 10 / Hour | Commercial | £25 / Hour | |
| Rental time is calculated to include set up time prior to the event, and clear down time to return the hall to clean condition. More than one event may be taking place on the day so please ensure you allow sufficient time. Payment must be made prior to the event to Letwell Parish Council: Account: 06520642 Sort Code: 52-30-50 | | | | | | |
| Amount Due: | £ | | Date Paid: | | | |
| Declaration | | | | | | |
| Full Name | | | Signed | | | |
| Position if Business | | | Print Name | | | |
| Booking Confirmation | | | | | | |
| Accepted/Rejected | | | Signed | | | |
| Position | | | Date | | | |

Please return completed form to Martyn and Janice Sharpe, 4 Barker Hades Road, Letwell, S81 8DF

Email: letwellvh@gmail.com Telephone: 01909 731626

The terms of rental of the village hall are set out over, and each renter is responsible for adhering to the terms.

To be completed upon return of keys:

- I confirm that the hall has been left in a clean, tidy condition.
- I confirm that there is no damage *OR* Damage has occurred as outlined below: *delete as appropriate

| |
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| |
| Signed: |

Letwell Village Hall Hire Agreement

Insurance: The Parish Council hold insurance for the village hall building, and public indemnity but if you are a business, you should ensure that you hold your own public liability insurance as you could be legally liable for any property damage and/or personal injury which may occur as a result of you running the event.

Entry: Keys are available from Martyn or Janice Sharpe and may be collected by arrangement in advance of the booking. Any keys issued must be returned immediately after the end of the hire or as soon as practically possible.

Supervision & Responsibility: The applicant will, during the period of the event be responsible for supervision of the premises, and fabric and contents, their care, safety from damage however slight, and the behaviour of all persons using the premises whatever their capacity.

Completion of the Event: At the end of the event the applicant shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise by the hall representatives, and any contents temporarily removed from their usual positions properly replaced.

Child Protection: If the event involves the attendance of children and young persons under the age of 18, the applicant confirms that there will be in place appropriate Child Protection Procedures. The applicant agrees to ensure that all adults present on the premises are aware of the procedure and abide by it. The applicant confirms that, when necessary, under the terms of the Child Protection Legislation, such compliant procedures are implemented during the course of the event

Exclusions: The applicant shall not use the premises for any purpose other than that described in this agreement and shall not sub-hire the use of facilities/premises to be used for any unlawful purpose or in any unlawful way, nor do anything to bring on to the premises anything which may endanger the premises or its occupants.

Alcohol: The premises are licenced and a stocked bar is available at an additional cost. It is permissible to also bring your own alcohol on to the premises.

Kitchen: Cooking facilities are available with in the building. If you are utilising these facilities the applicant must always ensure appropriate supervision and ensure that the kitchen area is well ventilated and returned to a clean and tidy condition

Smoking: The entire premises and grounds are a No Smoking Zone, and this also includes vaping

Music: There is a music licence in place. Any applicant who intends to play music or have a live band must receive permission as part of this agreement. The applicant undertakes to ensure that all noise is kept to a level such that neighbours are not disturbed.

Fire Safety: The applicant shall comply with all conditions and regulations made in respect of the premises by the Fire Authority in respect of the event for risk assessment as applicable. Where the purpose for which the premises includes dancing, the applicant shall not cause or allow the maximum number of patrons and/or guests admitted to exceed the number specified on the agreement form.

Health & Safety: The applicant shall be fully responsible for the Health, Safety and Welfare of those attending the event

Emergencies: In anticipation of an emergency it is the applicants responsibility to ensure that they know the location of fire emergency exits, first aid kits, stock cock and how to contact the emergency services. There is little telephone signal within the building, but stepping outside will usually return a telephone/wifi signal.

Damage & Injury: The applicant shall indemnify the owner for the replacement cost of repair of any damage done to any part of the property, including third party property, including the contents of the building, which may occur as a result of holding the event. The applicant shall not interfere in any way with the electricity, fittings or fixtures on the premises. It is the responsibility of the applicant to ensure that the electricity supply is appropriate for any equipment used and that any equipment used will not endanger, overload or damage the electricity supply, circuits, wiring, plugs, sockets or other equipment. In addition, the applicant shall indemnify the owner for any personal injury that may occur as a result of holding the event. All damage must be notified when returning the keys.

Cancellation: Either party can cancel this agreement by way of written notice, without any liability of any kind, or consequential loss whatsoever.