

KEINTON MANDEVILLE VILLAGE HALL HIRING AGREEMENT

Complete both copies of the form and send one together with your deposit to the address shown in paragraph 7

This agreement is made on (the date) (1) between the Committee(7) and the Hirer (6) named below, whereby, in consideration of the sum(s) mentioned (5).

A. The Committee agrees to permit the Hirer to use the premises (3) for the purpose (4) and for the period(s) described below, viz:

1. Dates Required

Date(s)	Month	Year

5. Fees:

Hiring Fee		(See note 1)
Deposit		
Balance		(See note 2)
"Bond"		
PRS Licence		(See note 3)
TOTAL:		

2. Time Required:-

Time key is to be collected	
Time Event is to commence	
Time Event is to finish	
Time key will be returned	

3. Premises: (tick box)

Whole Hall		OR	Main Hall & Kitchen	
			Committee Room & Kitchen	

4. Purpose:

Describe Event (eg Wedding)	
Is the Hire for commercial use?	Yes/No
How many people do you expect?	
Is the event?	Public/Private
Is music to be provided at the event?	Yes/No
Will alcohol be on sale?	A / B / C / No

6. Hirer:

(a) Name (If Individual)

(b) Organisation (If Applicable)

(c) Name of Organisation's Authorised Representative:

Note: Person(s) signing must be 18 years of age or over.

Address:

Tel (home) Tel (work)

7. Village Hall Management Committee:

(a) Keinton Mandeville Village Hall Management Committee

(b) Authorised Representative: Brenda Gray

Address: Appleton, Queen Street, Keinton Mandeville, Somerton, Somerset TA11 6EG. Tel 01458 223097

- B.**
1. The Hirer agrees with the Committee to be present during the hiring and to perform the provisions and stipulations contained or referred to in the Committee's "Standard Conditions of Hire" for the time being in force as annexed hereto (an understanding of which the Hirer acknowledges) together with the special conditions set out in the Schedule overleaf if any.
 2. It is hereby agreed that the Standard Conditions of Hire attached hereto together- with any Special Conditions of Hire contained in the Schedule overleaf shall form part of the terms of the Hiring Agreement unless specifically excluded.
 3. The hirer agrees that if alcohol is to be sold during the event that the hirer will do so in accordance with one of the approved options.
 4. The Hirer agrees to read and follow the "The Fire Instructions and Emergency Plan"

As Witness the hands of the parties hereto:

Signed by the person named at 7(b) above on behalf of the Village Hall Management Committee 7(a) above:

Date:

Signed by the person named at 6(a) (on behalf of the organisation named at 6(b) above. Where applicable).

In the case of any mistake or misrepresentation this agreement will cease and determine save for any unfulfilled obligations of the hirer and the committees rights against the hirer.

Date:

Notes:
ALL FUNCTIONS ARE TO FINISH BY MIDNIGHT ON SATURDAY, 1AM ON FRIDAY AND BY 11.30PM ON ALL OTHER NIGHTS
Please make your cheque payable to "Keinton Mandeville Village Hall"

1. The Hirer shall pay as deposit at least one third of the cost of the booking. The balance of fees, Bond, and PRS License being payable on or before two weeks prior to the event for which the Hall is hired (the deposit having been paid on the signing thereof)
2. A bond of £100 is required for all events at which alcohol is provided, and £200 for 18th/21st birthday parties. This bond 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 during the period of the hiring as a result of the hiring.
3. With the exception of events which are of a "strictly domestic or family nature" (eg weddings, family parties), if music is to be provided (whether live or recorded), a fee of £5 is payable as a contribution towards the Committee's Performing Rights License.