

Norton Canon Village Hall Hiring Agreement

DATED

PARTIES (1) *The Village Hall named in clause 3.1 acting by its management committee.*
(2) *The person or organisation named in clause 3.2.*

AGREED as follows:

1. In consideration of the hire fee described in clause 4, we agree to permit you to use Norton Canon Village Hall for the purpose described in clause 5 for the period(s) described in clause 2. The details inserted in sub-clauses 2.1 to 2.6 below and the answers to the questions in sub-clauses 2.7 to 2.11 are terms of this Agreement. This Agreement includes the Conditions of Hire provided to you and available on the website www.ncvh.uk

2. **Date required:**

Time required (Hours)

From

3.1 **Village Hall**

(a) Registered Charity No 520974

(b) Authorised Representative Ruth Lovelace

Address Pool Cottage, Norton Canon, Hereford, HR4 7BP

Telephone Number 01544 318138 mobile 07951743043 email ruthlovelacehfd@gmail.com

3.2 **Hirer:**

(a) Name

(b) Organisation (if any)

Address, Telephone Numbers & Email

4 **Hire Fee**

Hire Fee £

Deposit £

You must pay as a deposit at least one third of the cost of the booking at the time you sign this Agreement. You must pay the balance of the booking fee on or before the conclusion of the event for which you hire the premises. *Cheques should be made payable to Norton Canon Village Hall Fund;*

for BACS payments use sort code 30-94-99 account number 00063869

Balance £

Is this a commercial hire?

Yes / No

5 **Purpose/description of hiring:**

- 5.1 Will tickets be sold for your event? Yes / No
- 5.2 Is food to be provided at the event? Yes / No
- 5.3 Is alcohol to be provided at the event? Yes / No
- 5.4 Will there be exhibition of a film? Yes / No
- 5.5 Will live music be performed or recorded music played? Yes / No

- 6. You agree not to exceed the maximum permitted number of people including the organisers/performers **which is 100 people**

- 7. If your event is **a public event** and live or recorded music will be played, please let the booking officer know so that we can ensure that the appropriate licence or permit from the Performing Rights Society (PRS) and the Phonographic Performance Licence (PPL) are in place. This Agreement gives permission to you for a performance of live music, the playing of recorded music, or an exhibition of a film but only in accordance with the Deregulation Act 2015, that is that it takes place between 08:00 and 23:00, and that you get permission in advance from us.
The hall is not licensed for the sale of alcohol. If alcohol is to be sold (for example by a licensed premises providing an outside bar), you must give us notice of this, and you must apply for a TEN (Temporary Event Notice) to the Local Authority.

- 8. You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.

- 9. 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.

Signed by the person named at 3.1 above, duly authorised, on behalf of the Village Hall.

Signed by the person named at 3.2(a) above duly authorised, on behalf of the organisation named at 3.2(b) above, where applicable.