

HILLDALE PARISH COUNCIL

INDIVIDUAL HIRE AGREEMENT FOR HILLDALE VILLAGE HALL

This agreement made onday of, between Hilldale Parish Council, hereafter called The Parish Council and the Hirer named below whereby in consideration of the sum(s) mentioned in paragraph 6 below. The Parish Council agrees to permit the Hirer to use that part of the premises designated in paragraphs 1/ 3 /4 for the purposes, period (s) and at the fee described below, namely:

- 1) Purpose of hiring and numbers expected
.....
- 2) Date(s) of hire.....
- 3) Times from..... To.....
- 4) Description of room (s) Facilities to be hired. Main Hall... ..Kitchen ...
- 5) **Deposit £20** required within 10 days from the date of the agreement.
- 6) Total hire £.....

If the deposit is not paid, the booking is not confirmed and will be cancelled by the Parish Council. The balance must be paid in full 14 days prior to event. If the booking is within 14 days of the hire date full payment must be made immediately.

- 7) Please return the Parish Council's copy with your deposit or full payment to Councillor Gary Ward 33 Chorley Road Hilldale.

The Hirer agrees to observe and perform the provisions and stipulations contained or referred to in the Parish Council's Standard conditions of Hire for the time being in force and as annexed hereto, and in the rules governing the use of the Village Hall, together with any specific requirements of the Parish Council.

Name of Hirer.....Organisation.....
Address.....
.....
.....
Post Code..... Telephone number.....

**** FOR ACCESS TO THE VILLAGE HALL PLEASE MAKE PRIOR ARRANGEMENTS WITH Gary Ward 07774954531 Paul Scott 01257463703**

Cheques to be made payable to Hilldale Parish Council and sent to Councillor Gary Ward 33 Chorley Road Hilldale.

Please return one copy of this form signed and dated together with the deposit or full payment. Full payment must be received 14 days prior to the event otherwise the booking will be cancelled. Please keep a copy of this agreement..

AS WITNESS THE HANDS OF THE PARTIES HERETO:

Signed on behalf of Hilldale Parish Council.....
Signed by the Hirer.....
Date.....

PLEASE NOTE: You are allowed 30 minutes setting up time if you require additional time this must be reflected in the number of hours you book.

Please vacate the premises upon conclusion of your booking time, otherwise additional charges will be incurred.

STANDARD CONDITIONS OF HIRE OF HILLDALE VILLAGE HALL

- 1) THE HIRER shall ensure that these Standard conditions of Hire Governing the use of the Village Hall, are complied with.
- 2) THE HIRER shall, during the period of the hiring be responsible for the supervision of the premises, protection of the fabric and contents, safety from damage however slight, or change of any sort, and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
- 3) Hirers must satisfy the Parish Council as to their competence to maintain public safety and order during the hire period (including the provision for the adequate supervision of minors.)
- 4) **Sale of alcohol or gambling is not allowed.**
- 5) THE HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against the hirer whilst using the village hall.,
(the Parish Council is insured against claims arising out of its negligence)
- 6) THE HIRER shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Justices, the Fire Authority in accordance with the General Rules, the Local Authority or otherwise.
- 7) THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the premises, their users, or any insurance policies relating thereto.
- 8) THE HIRER shall, if selling goods in the Village Hall premises, comply with the Sale of Goods Act and all Local and National Trading Standards requirements and legislation.
- 9) THE HIRER shall ensure that, for safety reasons, no bicycles are brought into the building. No animals except assistance dogs.
- 10) THE HIRER shall, during the period of hiring be responsible for the parking of cars belonging to people attending the function – every effort must be made to prevent any nuisance to nearby residents.
- 11) The hall is licensed for use, but not the sale of alcohol, during the following hours. 10.00 am – 11.00pm except on 31st December when the hours permitted are 10.00am until 01.00 am. For the following purposes: Dancing, Music, Recorded music, Live music.
- 12) **PLEASE NOTE T TOWELS ARE NOT PROVIDED**
- 13) Hiring of the hall shall be at the discretion of the Parish Council and the Council reserves the right to decline applications for hire.

HIRE CHARGES.

Hire of Village Hall without kitchen:- £10 per hour
Hire of Village hall with kitchen:-Up to 3 hours standard hourly rate plus a single charge per event of:- £5
Bookings of 4 hours or more include free use of kitchen:-

November 2013
Applicable from 1 April 2014