

## Sandleheath Village Hall

St. Aldhelm's, Main Road, Sandleheath, FORDINGBRIDGE, Hampshire SP6 1TD

Phone: 07887 763707 Email: info@sandleheathvillagehall.com

SVH/10

01 Sep 20

### SANDLEHEATH VILLAGE HALL - HIRING AGREEMENT

*This document constitutes a contract that could be used in evidence should legal action become necessary.*

1. **Parties.** Sandleheath Village Hall (SVH)<sup>1</sup>, address above, referred to as 'SVH', 'we', 'our' and 'us', and the person or organisation hiring SVH<sup>2</sup>, referred to as 'the Hirer', 'you' or 'your'.
2. **Standard Conditions of Hire.** The SVH Standard Conditions of Hire ('the Conditions') are available on the SVH website at: [www.sandleheathvillagehall.com/bookings](http://www.sandleheathvillagehall.com/bookings). A printed copy can be provided on request. They contain SVH COVID-19 requirements and responsibilities.
3. **Premises.** SVH consists of the St. Aldhelm's building; 'the Hall', the outside area surrounding it; 'the Garden' and the Car Park. The Car Park cannot be booked but may be used by those hiring the Hall and/or Garden.
4. **Hirer's Details.**

Name	
Organisation	
Address, telephone number and email	
Person In Charge <sup>3</sup>	

#### 5. **Hirer's Requirements.**

Date(s) )	Facility (Hall and/or Garden)	Activity Type <sup>4</sup> (State 'Private' or 'Commercial')	Total Numbers Attending <sup>5</sup>	Timings		Preparation Timings	
				From	To	From	To

6. **Commercial Hire.** SVH is required to ensure that the premises are administered in accordance with its Constitution. This requires us to benefit the inhabitants of Sandleheath with the object of improving their conditions of life. Thus, we have this restriction:

<sup>1</sup> Represented by the Bookings Manager, or any of the Management Committee or Trustees.

<sup>2</sup> Including employees, volunteers, agents and invitees.

<sup>3</sup> If the Hirer will not be present throughout the hiring period, this is the person who will conduct the activity, who is required to be on site throughout. See the Conditions.

<sup>4</sup> See the Conditions for restrictions.

<sup>5</sup> Numbers in the Hall may not exceed 80 at any time.

a. We reserve the right to terminate this Agreement by not less than one month’s notice in writing to you in the event of the premises being required on the same date/time for the fulfilment of its charitable purposes.

b. In the event of such termination by us, we will refund to you all monies paid by you to us. We will not, however, be liable to make any further payment to you in respect of expenses, costs or losses incurred directly or indirectly by you in relation to any such termination.

7. **Hire Fee.** In accordance with your stated requirements, the hire fee is:

Hire Fee Total (£)		You must pay the booking fee either: (1) On or before the conclusion of the event for which you hire the premises, or: (2) As arranged with SVH.
Required Deposit (if any) (£)		At least one third of the cost of the booking at the time you sign this Agreement.
Balance (£) (if deposit paid)		You must pay the balance of the booking fee as described in (1) or (2) above.
Required Special Deposit (if any) (£) To cover loss and damage.		We will refund this deposit 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, nor complaints made to us about noise or other disturbance during the period of the hiring as a result of the hiring.

8. **COVID-19 Cleaning.** You are allocated two additional 15-minute periods at no extra cost, immediately before and immediately after your activity, to carry out your COVID cleaning responsibilities. These are described in Enclosure 4 to the Conditions.

9. **Insurance.** You are required to ensure that your activity is appropriately insured. See the Conditions for advice.

10. **Licences.** This paragraph comprises advice only. Hirers are responsible for ensuring that the appropriate licences are in place for their events in accordance with UK law.

a. **Music.** SVH does not have a PPL Music Licence. If you intend to include live or recorded music, see the Conditions for advice.

b. **Film.** SVH does not have a Premises Licence. If you intend to include film or film clips in any media, including DVD, see the Conditions for advice.

c. **Temporary Events Notice (TEN).** If you intend to conduct a licensable activity, you should contact the New Forest District Council for a TEN, see the Conditions for advice.

d. **Compliance.** If you fail to comply with sub-paragraphs 10a. to c. above, we will cancel the hiring without compensation. There is a limit on the number of TENs that can be granted annually for any premises.

10. **Event Detail.** Please answer these questions:

Question	Answer ('Yes' or 'No')
Will tickets be sold for your event?	
Is food to be provided at the event?	
Is alcohol to be provided at the event?	
Will there be exhibition of a film?	
Will live music be performed or recorded music played?	
Will you require a Music Licence?	
Will you require a temporary Premises Licence?	
Will you require a TEN?	

11. **Undertakings.** The Hirer agrees that:

Statement	Answer ('Yes' or 'No')
I have read the SVH Standard Conditions of Hire and the enclosures and will comply.	
I will comply with the SVH COVID-19 Special Hiring Conditions (Enclosure 4 to the Standard Conditions of Hire) and will meet my responsibilities described therein.	
My activity is either covered by the SVH insurance policy or, if necessary, by insurance that I have arranged for it <sup>6</sup> .	
I accept the insurance indemnities described in the Conditions.	
I have read the SVH Health and Safety requirements and the SVH Emergency and Fire Safety Procedure.	
I will be present during the hiring, or be represented by my Person In Charge, will comply fully with this Agreement and keep the Hall secure.	
I will ensure that the Hall is left clean and tidy before departure and furniture returned to its original state.	

12. **Approval.** In consideration of the hire fee and your undertaking above, you may use the agreed facilities for your stated purpose, for the approved period(s).

Appointment	Signature	Full Name	Date
The person duly authorised on behalf of SVH.			
The Hirer.			

13. **Security.** You will be given the combination to the SVH Key Box prior to your hiring period. See the Standard Conditions of Hire for your security responsibilities.

<sup>6</sup> Details are contained in the Conditions. A summary of the SVH insurance policy can be produced on request.