

Coore Memorial Hall

Village Hall Hiring Agreement

Last Amended: [_____]

PARTIES:

- 1) The Coore Memorial Hall acting by its Management Committee.
- 2) The person or organisation shown on the Booking Form / Confirmation Email.

AGREED as follows:

1. Throughout this Agreement:
 - 1.1. The Coore Memorial Hall is referred to as “we”; “our” is to be construed accordingly and “we” and “us” mean and include the village hall’s charity trustees, employees, volunteers, agents and invitees
 - 1.2. the person or organisation named on the Booking Form is referred to as “you”; and “your” is to be construed accordingly; “you” also includes the members of your management committee (if appropriate), your employees, volunteers, agents and invitees
 - 1.3. where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Hall Secretary or, if the Hall Secretary is not available, any of our charity trustees.
2. In consideration of the hire fee described in the booking arrangement, we agree to permit you to use the premises for the purpose described, and for the date(s)/time(s) described in the Booking Form. This Agreement includes the annexed Standard Conditions of Hire, and the Special Conditions of Hire (if any) set out in the attached Schedule.
3. If a deposit has been paid, we will refund the 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.
4. Additional condition for commercial hirers – As the village hall is held on trust, the Management Committee is required to ensure that the hall is administered in accordance with the trust. Accordingly, we are bound to preserve and hereby reserve the right to terminate this Agreement by not less than seven days’ notice in writing to you in the event of the hall being required on the same date/time for the fulfilment of its charitable purposes.

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.

5. You agree not to exceed the permitted number of people including the organisers and any performers:

Main Hall:	60 people maximum
Small Hall:	30 people maximum
6. The hall has a Joint Music Licence with Phonographic Performance Limited (PPL) and the Performing Rights Society (PRS) Limited, for playing recorded or performing live music, within the repertoire of copyright music controlled by PPL/PRS in community buildings.
7. We have a Premises Licence authorising entertainment and the sale of alcohol. You hereby acknowledge receipt of a copy of the conditions of the Premises Licence and/or Operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agree to apply with all obligations therein. If we believe that a Temporary Event Notice (TEN) would be in our best interests for this hiring, we can require you to give notice of a TEN.
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. We and you hereby agree that the Standard Conditions of Hire (attached), together with any additional conditions imposed under the Premises Licence or that we deem necessary, form part of the terms of this Agreement unless we and you agree in writing.
10. 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.

As signed by the Hirer as described on the Booking Form

As signed on the Booking Form; duly authorised by the Management Committee.