

HIRE AGREEMENT HUTTON LE HOLE VILLAGE HALL

Dated:

PARTIES (1) HUTTON LE HOLE VILLAGE HALL

(2)

Agreed as follows:

Date(s) required:

Number of Hours **All events to finish by 11 pm.**

From:To: /

Village Hall:

Registered Charity Number: _____ 230327

Authorised Representative: _____ Ann Bannister

Address: _____ Westfield View
3 Pear Tree Garth
Hutton le Hole
YO62 6UA

Telephone: _____ 01751 417372

Email: _____ myhillside@hotmail.co.uk

Hirer:

Name:

Name of Organisations Authorised Representative:

Address:

Telephone Number:

Email:

Charge:

Deposit:

- ❖ Cancellation prior to one month of the hire date – Refund 50%.
- ❖ Cancellation within one month of the hire date – No refund.

Balance:

- ❖ Payable on or before the conclusion of the event for which the premises are hired (the deposit having been paid on the signing hereof).
- ❖ You must pay for all breakages.
- ❖ The use of the Hall is solely for your own use - sub-letting is not allowed.
- ❖ The Hirer agrees not to exceed the **maximum** permitted number of people per room.

Main hall **100** This number may vary depending on the event.

Premises

Please specify areas to be hired and anticipated number of people in attendance.

| | | |
|--------------|--|--|
| Main Hall | | |
| Stage | | |
| Kitchen | | |
| Snooker Room | | |
| Garden | | |

NB THE BALCONY AREA IS NOT INCLUDED IN THE HIRE AGREEMENT

Purpose/description of hiring:

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| |
|--|

Will tickets be sold for your event?

| | | | |
|-----|--|----|--|
| YES | | NO | |
|-----|--|----|--|

Commercial Use?

| | | | |
|-----|--|----|--|
| YES | | NO | |
|-----|--|----|--|

- ❖ Signed by the person named at (1) duly authorised on behalf of the Village Hall's Management Committee.

C A Bannister

- ❖ Signed by the person named at (2) the hirer or authorised representative.

- ❖ You become responsible for the current Health and Safety issues regarding public use of the hall including a risk assessment for your event.
- ❖ You are required to indemnify the Village Hall and to produce evidence of the existence of a valid policy. (This provision applies to organisations and people engaged by the hirer).
- ❖ You are only permitted access to those areas of the Hall as indicated on the Hire Agreement.
- ❖ Property that does not belong to the Village Hall is not covered by the Hall's insurance.
- ❖ Electrical items should be PAT tested.
- ❖ Cleaning equipment in case of spillages/breakages is to be found at the bottom of the stairs leading from the kitchen. Dustpan and brush under kitchen sink.
- ❖ A First Aid Box is available in the kitchen along with Accident Report Forms.
- ❖ Fire extinguishers are located in the main hall, stage, kitchen and stairwell.
- ❖ Fuse boxes are located in main hall by toilets and downstairs in boiler room above the door.
- ❖ If alcohol is to be sold then you are responsible for obtaining a licence from Malton with the permission of the Committee.
- ❖ Filming/recording in the premises requires the permission of the Management Committee.
- ❖ Please refer to <http://huttonlehole.ryedaleconnect.org.uk/> for details of Standard Conditions of Hire displayed under Village Hall heading.
- ❖ It is required that following your function you have until Midday on the following day to return the Hall to the state it was in prior to your event, if cleaning time is required over and above that which the Committee considers to be normal you will be charged accordingly.

I enclose two copies of the Hire Agreement, one of which is for you to retain, the other to be completed and returned to me within **14 days** of this email/document together with your deposit. If the documents are not returned to me within that time period it will be assumed that you do not wish to reserve the hall and the booking will be cancelled.

I hope that you will find the facilities at the Hall to your satisfaction. If you have any questions please let me know.

Yours sincerely,
Ann Bannister

Ann Bannister
Booking Secretary