

**Huish Champflower Village Hall
&
King George's Field Playing Field CIO**

HIRE AGREEMENT

Date.....

This Hire Agreement is made between Huish Champflower Village Hall and King George's Field CIO (HCVH) (the "Hirer") and the person/organisation named below ("Hiree").

AGREED as follows:

In consideration of the hire fee (see below) HCVH agrees that the Hiree may use the facilities described for the purpose(s) stated below for the period(s) defined below.

Hirer: (Individual/Organisation)

Address.....**Post Code**.....

Mobile/Telephone

E-MAIL

Purpose of hire:

Period of Hire:

Will alcohol be on sale? Yes No (PLEASE CIRCLE)

If YES, name of Temporary Event Notice (TEN) Alcohol license holder:.....

Contact telephone number and e-mail address if different from above

(Please supply copy of license.)

The total hire cost PAYABLE ON ACCEPTANCE OF BOOKING is £.....Once payment is received the booking period will be registered as unavailable to other Hirees.

| | | |
|--------------|---------------|---------------------------------|
| Bank Details | Account Name: | Huish Champflower Village Hall |
| | Account No: | 74739034 |
| | Sort Code: | 60 23 05 |
| | Bank Name | NatWest Taunton Town (A) Branch |

The Hiree (or its authorised representative) agrees to the Conditions of Hire, which forms part of this agreement.

Signed

Name

On behalf of Huish Champflower Village Hall

Declaration: I have read and agree to the attached Conditions of Hire.

Signed

Name

On behalf of Hiree

Huish Champflower Village Hall
&
King George's Field CIO

CONDITIONS OF HIRE

These conditions apply to the hiring of Huish Champflower Village Hall and King George's Field. If the Hiree is in any doubt as to the meaning of any part of the conditions stated, please contact the Booking Secretary or any member of Huish Champflower Village Hall's Management Committee.

The Hiree shall be responsible during the period of hire for ensuring that no damage or loss is caused to the village hall or playing field premises and facilities as a result of the Hire. The hiree agrees to make good, replace or pay for damage or loss to the hall or playing facilities during the period of hire (including accidental damage) within one month of the end of the hire period.

Hiree is responsible for leaving the playing field/village hall, premises and facilities and surrounding area in a clean and tidy condition, properly locked and secured, with all contents carefully returned to their place of storage. The Hirer agrees to take away all rubbish for legal disposal elsewhere.

On vacating the hall, please ensure that the Water is turned OFF and that all electric lights and heaters are turned OFF, unless directed otherwise by HCVH. The water stopcock is located on the wall as you enter the disabled toilet. The electric supply for heaters and the cooker is fed by a meter in the kitchen which takes £1 and £2 coins. Lighting is not on a meter for safety reasons. The lights in the toilets are automatic and will turn off on their own.

The Hiree shall use the premises and facilities only for the purpose described in this hiring agreement. The Hiree shall ensure that nothing is done on or in relation to the playing field site/village hall in contravention of the law relating to gaming, betting and lotteries, or any other activity prohibited by law.

No alterations or additions may be made to the playing field/village hall, premises or facilities nor may any fixtures be installed, or placards, decorations or other articles be connected in any way to any part of the playing field property without the prior written approval of the HCVH Committee Chair or Bookings Sec.

When hanging pictures for exhibitions Hiree agrees to use the picture rails or non-staining/damaging picture hanging products such as Command Damage Free Hanging (a 3M product).

The Hiree agrees not to exceed the Village Hall **capacity limits**, equivalent to:

- 200 - closely seated audience
- 180 - Standing/dancing
- 90 - Seated at tables

or an appropriate combination of the above (agreed with the HCVH Committee Chair or Booking Sec).

The hire fee includes the cost of lighting in the village hall and the cost of electricity for the refrigerator. **Electricity for the wall heaters, the electric cooker and electric sockets is provided through the meters located in the kitchen, which take one-pound and two-pound coins. Please bring enough change with you to feed the meters accordingly.**

The Hiree is responsible for ensuring good, **considerate and neighbourly behaviour** of those using the hall and field during the period of hire, in particular when leaving and entering the premises. In the case of an evening function, Hiree agrees to vacate the premises no later than 11.30PM.

The Hiree will ensure proper supervision of **car parking** to avoid obstruction of the public highway. Car Parking is not allowed in the King George's Field without express permission of the HCVH Chair or Booking Sec.

The Hiree shall observe all relevant **food health and hygiene** legislation and regulations.

The Hiree shall ensure that any **electrical appliances** brought by them to the playing field/village hall site and used there shall be safe and in good working order and used in a safe manner.

The Hiree agrees to report all **accidents** to a member of the HCVH management committee as soon as possible and to provide details for the completion of an accident report. The Hiree agrees to report any failure of equipment belonging to HCVH as soon as possible.

The Hiree shall only bring **animals** on to the property with the express agreement of HCVH. No animals are allowed to enter the kitchen at any time under any circumstances.

The Hiree agrees to ensure that activities for **children, young people and adults at risk** are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. The Hiree agrees to provide HCVH with a copy of the Hirees Safeguarding Policy and evidence that the Hiree has carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported. An Enhanced DBS check will be required for people working with children or adults in circumstances such as those in receipt of healthcare or personal care.

The Hiree may **cancel** the booking up to one week before the date of the event without charge and with full refund of deposit or advance payment of hire fee.

HCVH reserves the right to cancel this hiring agreement by written notice to the Hiree in the event of:

- (a) the HCVH management committee reasonably considering that
 - (i) such hiring leading to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or
 - (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring
- (b) the Playing Field/Village Hall, premises or facilities premises becoming unfit for the use intended by the Hiree.

In the event of cancellation by HCVH, the Hiree shall be entitled to a full refund of the hire fee. The Hiree agrees that HCVH shall not be liable for any resulting direct or indirect loss or damages resulting from cancellation.

The hiring agreement constitutes permission only to use the playing field/village hall, premises and facilities and confers no tenancy or other right of occupation on the Hiree.

The Hiree shall indemnify and keep indemnified HCVH CIO against (a) the cost of repair of any damage done to any part of the playing field/village hall premises or facilities including the curtilage thereof or the contents of the playing field/village hall premises or facilities and (b) all claims in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hiree.

HCVH and its insurers accept no liability for claims relating to or arising from Hiree's activities during the period of hire.