

HARLEY VILLAGE HALL – HIRE AGREEMENT

PARTIES:

- 1) Harley Village Hall, Harley, Shrewsbury SY5 6LP (registered charity 1115777) acting by its management committee:
- 2) The person or organisation named in clause 2.1:

AGREED as follows:

1. Throughout this Agreement:

- Harley Village 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
- the person or organisation named in clause 2.1 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
- where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Authorised representative named below or any of our charity trustees.

2. In consideration of the hire fee described in clause 2.4, we agree to permit you to use the premises described in clause 2.2 for the purpose described in clause 2.5 for the period(s) described in clause 2.3. The details inserted in sub-clauses 2.1 to 2.5 below and the answers to the questions in sub-clauses 2.6 to 2.10 are terms of this Agreement. This Agreement includes the annexed Standard Conditions of Hire set out in the attached Schedule.

2.1 i) Name of Hirer Applicant / Organisation

2.1 ii) Name of Organisation’s Authorised representative.....

Address

Telephone No.....

Email address.....

2.2 Do you wish to hire the hall? ☐ Or the hall and the kitchen? ☐

2.3 Which date(s) do you wish to hire the hall? On..... From..... Until.....

The hall is available for hire 9.00am to 11.00pm Monday to Sunday, but must be vacated by 11.30pm at the latest.

2.4 Hire Fee

Hall Charge Calculator		No. of Hours	x Hourly rate	Cost
HOURLY RATE	Monday to Sunday		x £12	
The above rate includes light use of the kitchen for beverages only				
FULL USE OF KITCHEN (if required) £40				
CHILDRENS PARTY £45				
HALL & KITCHEN FULL DAY £175				
There is a resident’s discount of 20%				
Hire fee payable to Harley Village Hall				
TOTAL payable on return of this booking form. By B.A.C.S (your name as the reference) to: Harley Village Hall Sort Code 08-92-99; Account No. 67283860 Or by cash or cheque payable to Harley Village Hall with this form.				
Returnable deposit also required with this booking form, payable by B.A.C.S. (details above) by cash or by separate cheque payable to Harley Village Hall.				£100

2.5 Purpose / description of hiring

The hall is available for hire for meetings, community groups, educational classes, children's parties (under age 14), and family celebrations.

2.6 Will tickets be sold for the event?

2.7 Is food to be provided at the event?

2.8 Is alcohol to be provided at the event?

2.9 Will there be exhibition of a film?

2.10 Will live music be performed or played?

3. You agree not to exceed the maximum of **65** permitted number of people including the organisers/performers

4. The hall does not have a licence with the Performing Right Society (PRS) for the performance of copyright music and for live music from Phonographic Performance Licence (PPL).

4.1 We do not have a Premises Licence. This Agreement gives permission to you for a performance of live music, the playing of recorded music, or an exhibition of a film but only in accordance with the Deregulation Act 2015.

i) You are responsible for ensuring that screenings of film abide by age classification ratings.

ii) You agree that if regulated entertainment outside of the Deregulation Act 2015 is to be held you will obtain our consent to give notice of a Temporary Event Notice (TEN) to the licensing authority.

iii) You agree to obtain our consent to give notice of your intention to provide alcohol at the event and to give notice of a TEN to the licensing authority.

If you fail to comply with i), ii) or iii) above, we will cancel the hiring without compensation. This is because there is a limit on the number of TENs that can be granted annually for any premises. Lack of co-operation could affect future fundraising by us and by local voluntary organisations.

5. You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.

6. 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.

7. 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.

There are separate Conditions of Hire attached to hiring Harley Village Hall - please read all sections carefully and retain for your reference.

I have read, understood and agree to the Conditions of Hire ☐

Signed by the person named at 2.1 i) above or 2.1 ii) above, duly authorised, on behalf of the organisation named at 2.1 i) above, where applicable: Date.....

Signed by authorised representative of Harley Village Hall

Please return this form, together with payment for hire and deposit (or directly by B.A.C.S.) to:

Victoria Todd, Meadow Cottage, Harley, Shropshire SY5 6LP.

Telephone - 01952 510712 Email – vwtodd@hotmail.co.uk

E.S. Feb.2024