

LAVENDON VILLAGE HALL - Hire Agreement and T&Cs



22 High Street, Lavendon, Bucks. MK46 4HA
 Tel: 01234 714209 Charity No 300289

Hire Agreement - For the use of Lavendon Village Hall and its Ancillary Facilities and Equipment

Please read Terms & Conditions of Hire on pages 3, 4 & 5 of this Agreement

Complete the following sections in Block Capitals using black ink

Name of Hirer:			
Address:			
Tel. No:			
Email address:			
Date(s) of hire:			
Period(s) of hire from:			
Purpose of function:			
Area(s)/Equipment to be hired:		Do you require the Audio System?	Y / N
Is Temporary Event Authorisation required? (see note 7.1 on page 5)		Do you require the overhead projector & screen?	Y / N
Deposit:			
Charge: (see table on page 2)			
Total:			

Deposit and Payment are payable at the time of booking and refundable subject to terms and conditions of hire **(Cheques to be made Payable to Lavendon Village Hall)**

I the undersigned have read and understood the terms and conditions of hire stated below and agree to be bound by them. I also agree to my name, contact & booking details being held by Lavendon Village Hall for its purpose of forming a contract, managing the account and providing the required hall facilities. I understand my data will not be given to any third party without my further consent.	
Signature of hirer:	Date:

Please complete and return pages 1 and 2 within seven days to confirm your booking



Please retain this section for information:

Booking Secretary: Mrs B Shaw 30, Langlands, Lavendon, Bucks., MK46 4EL

Key Collection: Mr J Lay 7, Castle Road, Lavendon, Bucks., MK46 4JD

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HIRE RATES – Effective from 1st March, 2018

NB The following are subject to Terms & Conditions – see pages 3,4 & 5

NORMAL HIRE RATES – (subject to T & Cs)	Charges			Sub-Totals
Hall hire rate per hour or part thereof: non-profit-making organisations, charities & individuals	£12.50 per hour	X		
Profit-making organisations & individuals, and governmental organisations	£19.00 per hour	X		
Laundering charge for Round Tablecloths, if utilised	£2.80 per tablecloth	X		
Refundable deposit if terms & conditions are complied with	£75.00	>		£75.00

EQUIPMENT HIRE FOR USE AT VILLAGE HALL ONLY

Hire rates include full access to the Hall and the Audio-Visual system; and the kitchen, including use of the oven, hot-plate, dishwasher, microwave, fridge/ freezer, crockery, cutlery, glasses and salt and pepper pots. There is a hot water dispenser and mugs to make tea and coffee. **Please advise below what you intend using at time of booking.**

ITEM	(√)	ITEM	(√)
Oven		Crockery – <i>Please indicate requirements and quantities here:</i>	
Hot plate			
Dishwasher			
Microwave		Glasses – <i>Please indicate requirements and quantities here:</i>	
Fridge/freezer			
Hot water dispenser		Salt and Pepper pots	
Round table Tablecloths (NB laundering charge)		Cutlery	
Using Audio System and/or Overhead Projector? (You must advise us at the time of booking)		Are you planning on installing a Bouncy Castle or similar?	

RATES FOR HIRE OF TABLES & CHAIRS WHEN USED AWAY FROM VILLAGE HALL (NOT AVAILABLE TO CATERERS)

(hirers are responsible for collection and return of hired equipment)

Tables daily rate (minimum charge £5.00)	£3.00 each	X		
Laundering charge for Round Tablecloths if utilised	£2.80 each	X		
Chairs daily rate (minimum charge £5.00)	£1.00 each	X		

Total hire charge carried to front page:

£

Deposit carried to front page:

£ 75.00

PLEASE NOTE: Your attention is drawn to the following:

Village Hall keys can be collected and signed for from the key-holder (the Booking Secretary will let you know who this is) **up to half an hour** immediately prior to the start of an event, provided the Village Hall is not in use by others, or unless agreed otherwise with the Booking Secretary. Earlier access must be paid for at the relevant hourly rate unless agreed otherwise with the Booking Secretary. Keys must be returned to the key-holder immediately following the end of the hire period **and no longer than half an hour after the booked finishing time.** If the hall is hired during the day, the hirer will record the time and sign for the keys when returning them. Failure to return the keys within this time may result in an additional charge. Returning the keys after evening events will not require a signature except if they are returned the following day.

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Please read the Terms and Conditions of Hire set out on pages 3, 4 and 5 carefully and make sure that they are adhered to. The Committee accepts no responsibility for the results of non-adherence.

Terms & Conditions of Hire for Lavendon Village Hall

(Note: If you are intending to use Bouncy Castles at the Lavendon Village Hall, you must declare your intention at the time of booking.)

1. Hire Agreement

1.1 This Agreement is between the hirer stated on page 1 of this Agreement and the Lavendon Village Hall Management Committee, hereafter referred to as the Committee.

1.2. The Committee reserves the right to refuse hire of the Village Hall and other equipment.

1.3. The Committee does not accept liability for consequential loss of earnings or any other loss whatsoever arising from the hire, use or cancellation of a booking(s) of the Lavendon Village Hall.

1.4. The Committee does not accept liability for hirers' or users' property brought into the Village Hall or onto the Village Hall Car Park in front of the Village Hall. To do so is entirely at the hirers' or users' risk.

1.5. Hirers are advised that the Village Hall floor is not suitable for use without footwear being worn, or for sitting on and that they should inform users accordingly. The Committee will not accept responsibility for any injury caused as a result of this advice not being heeded.

1.6. The Committee requires a minimum of 7 days' notice of cancellation prior to an event for one-off users and 2 days for regular users, so that the heating can be regulated accordingly. The Committee reserves the right to charge where this requirement is not met.

1.7. Hirers or users of Lavendon Village Hall who are in possession of Village Hall keys will **not** under any circumstances arrange for duplicate keys to be cut.

1.8. It is a requirement (for insurance purposes) that a Hire Agreement is completed and returned by the applicant. Failure to return a completed Hire Agreement may result in the cancellation of your event. With your signed consent provided on the Booking sheet (page 1), the Committee will process and retain your name, booking and contact details in order to form a contract, manage your account and provide you with the required facilities.

1.9. Where periods of hire are until midnight, these must finish promptly and attendees are requested to leave quietly in consideration of people living close by.

Please note: The car parking area in front of the Village Hall is for the use of hirers/users of the Lavendon Village Hall. A limited shared parking area is also available to patrons of the Horseshoe Public House. Any user of the Car Park must not park in such a way as to prevent other users' vehicles from leaving the Car Park.

2. Charging

2.1. The Village Hall may only be hired by the hour. Periods of less than an hour will be charged for at the prevailing hourly rate.

2.2. A deposit will be required in addition to the hire charge, unless otherwise agreed with the Committee. This is returnable following an event, subject to compliance with the Terms & Conditions of hire.

2.3. The deposit must be paid at the time the hire booking is made. The remaining hire charge can be paid prior to, or at the time of collecting the keys to the Village Hall, unless agreed otherwise with the Committee. Deposits should be paid to the Booking Secretary, preferably by cheque, and made payable to "Lavendon Village Hall".

3. Condition of Hall and Hired Items

3.1. The Committee will be responsible for ensuring that the Village Hall is in a reasonable state of cleanliness at the beginning of a hire period.

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3.2. The Hirer is responsible for leaving the floor of the hall and other hired areas free of litter and other debris at the end of a hire period. If the Cleaner has to spend an unreasonable time cleaning these areas, then a minimum of £10, possibly more, will be withheld from the deposit.

3.3. The Hirer is responsible for leaving the cooker and any other kitchen equipment/utensils/crockery etc clean and dry after use.

3.4. At the end of a hire period, furniture is to be left in the position and condition as found at the beginning of the period of hire. Eight tables should be placed along both side walls and two chairs put under both sides of the table. The remaining two tables should be put in front of the stage and the remaining chairs neatly stacked, also in front of the stage. The tables must be wiped clean.

3.6. Items such as posters, decorations, displays etc. must not be fixed to walls and pillars in such a way that damage may be caused to the building interior or decor e.g. by using Blu-tak, Sellotape, etc.

3.7. Broken items such as china, glass, etc, must be wrapped and placed in the kitchen. Breakages and damage to the building must be reported to the key-holder. Replacement and repair will be charged to the hirer at cost.

3.8. All refuse must be placed in black bin bags and put outside in the dustbin at the end of the period of hire. Recyclable material should be placed in the pink sacks provided and put in the external recycling bin situated at the right hand side of the hall. Glass bottles and jars should be put into the blue box and left next to the external recycling bin.

4. Health and Safety

4.1. The Committee has carried out a risk assessment and put in place procedures to minimise risk to users of the Village Hall. The Hirer also has a responsibility to do the same and consider the safety of attendees of their event, at all times. The Committee advises that this should include ensuring that exits are kept clear, that fire-fighting equipment is not interfered with unless used in earnest and the naked flame restrictions are observed, as stated in clause 4.4 of this document.

4.2. Hirers are advised that if storing, preparing or serving food at the Village Hall, they must comply with the current food hygiene regulations. A best practice guide "Food Safety Guideline for Volunteers and Food Handlers" has been prepared by the Committee and is located in the kitchen area for the benefit of hirers and/or their caterers. The Hirer is responsible for ensuring that the regulations are complied with and the Committee will not accept any responsibility where hirers fail to comply with the law.

4.3. Lavendon Village Hall is a designated public place and consequently smoking within any area of the building known as Lavendon Village Hall (including kitchen, toilets and lobby) is not permitted by law. A receptacle for cigarette ends has been installed at the entrance to the Village Hall and hirers and users are requested to use this receptacle.

4.4. In the interest of safety, naked flame lighting is only permitted where contained within a suitable stable glass or ceramic receptacle and where the naked flame does not extend above the rim of the receptacle.

4.5. Adequate arrangements shall be made for the evacuation of disabled persons in an emergency. A disabled person confined to a wheelchair shall be accompanied by an able-bodied person, not being a person under 18 years of age, capable of assisting him/her from the building in case of emergency and who shall be seated adjacent to the disabled person.

4.6. The Hirer is advised that minimal first aid items are available at the Village Hall. There is a first aid kit in the kitchen, for use if necessary. The Hirer is responsible for the provision of any other first aid facilities they deem necessary for their event.

4.7. A maximum of 120 persons is allowed within the confines of the Village Hall at any one time during any hire period. This is for all events including those where a Temporary (licensed) Event has been authorised.

5. Heating

5.1 The hall heating is set at 21 degrees centigrade and is specifically programmed for each event. The heating will come on approximately one hour before the booked time and go off

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approximately half an hour before the end of the event. Should different settings be required, please let the Booking Secretary know at the time of booking. The heating is turned off during the Summer period.

6. Insurance

6.1. Hirers of Lavendon Village Hall for commercial events, are required to provide their own cover against public liability risks for the period they have use of the Village Hall. A copy of the Public Liability Insurance Certificate must be returned with the Hire Agreement (pages 1 & 2). Failure to do so may result in your booking being cancelled.

6.2. The Committee does not accept any liability for injuries incurred on the premises and if the hirers are unsure, they should take out their own insurance.

6.3. Property owned by the hirer or users of the Village Hall must not be left on the premises overnight, without prior agreement with the Committee. It is the hirer's responsibility to provide insurance cover for property brought into the Village Hall.

7. Temporary Event Notice

7.1. If you intend to provide any of the following at your function, you will need to submit a Temporary Event Notice application and obtain authorisation for your event for the:

- a) Direct or indirect sale of alcohol through a charge for attending an event.
- b) Provision of entertainment, including live or recorded music through a charge for attending an event.
- c) Sale of hot food or drink after 23:00 hours (11:00pm).

A Temporary Event Notice (authorisation) can be obtained by applying to the Milton Keynes Licensing Authority at least two weeks before an event and they will make a charge for the application. It is advisable that this application is made as far in advance of the event as is possible. (It is a criminal offence to hold an event without obtaining a Temporary Event Notice authorisation where one is required). The Committee hereby give notice to the Hirer of Lavendon Village Hall, that it is the person hiring the facility that is responsible for establishing the requirement and for obtaining the requisite authorisation where appropriate. The Committee will not be held responsible for any failure on the part of the hirer to comply with the law. Lavendon Village Hall is restricted by law to 15 temporary event authorisations per calendar year. Therefore it is imperative that you declare your intentions when booking the Village Hall, in order to establish that one of the 15 temporary event authorisation slots is available. Failure to do so may result in the cancellation of your booking. Where a Temporary Event has been authorised, the Hirer is required to provide the Committee with a copy of the authorisation prior to the event. Failure to do so may result in cancellation of the event.)

8. Hire of Tables and Chairs:

8.1 Where tables & chairs are hired for use away from the Village Hall, the Hirer will be responsible for the collection and return of hired items. Damage repair, or replacement of items hired for use away from the Village Hall will be charged to the Hirer at cost. Laundering charges will apply if round tables and tablecloths are utilised.

9. Bouncy Castles or similar:

9.1 If a Bouncy Castle is to be used in the Hall, the Hirer does so at his/her own risk. Lavendon Village Hall will not take responsibility for any injuries incurred by users.

10. Use of Audio System and/or Overhead Projector:

10.1 Planned use of the Audio System and/or Overhead Projector must be advised at the time of booking. When key access to the Audio Cabinet is provided then it is the responsibility of the Hirer to safeguard the contents at all times and secure the Cabinet after use. Also, all cabinet units should be switched off following use except for the one unit labelled to remain switched on.