



## Hire Agreement for Thornborough Village Hall

This agreement is made on the date below between Thornborough Village Hall Trust Management Committee and the Hirer named below. The Committee agrees to permit the Hirer to use the premises of Thornborough Village Hall for the purpose and for the period described below:

### For Thornborough Village Hall Trust Management Committee:

Bookings Secretary: Sue Kenyon

Address: Sunnyview, Back Street, Thornborough, Buckingham MK18 2DH

Telephone: 07704 730466 (call or text any time) or 01280 824783 (between 5 and 8pm)

### Hirer:

Name / Organisation: .....

Address: .....

.....

Telephone: Day: ..... Eve: ..... Mobile: .....

Purpose of Hire: .....

Date of Hire: ..... Starting ..... Finishing<sup>1</sup> .....

Hire Fee: ..... hours @ £ ..... per hour = Total £ .....

Collect keys from booking secretary on ..... am/pm

Refundable cheque/cash deposit for damage (see conditions on reverse of this sheet) plus £20 refundable cleaning deposit in cash.

Received £ ..... cash £ ..... cheque signed for T.V. Hall .....

This booking is only confirmed upon receipt of the refundable deposits and the hiring fee. Cheques to be made payable to "Thornborough Village Hall".

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The Hirer agrees with the Committee to observe and perform the provisions and stipulation contained or referred to in the Committee's Conditions of Hire on the reverse, and the following special conditions:

.....  
NOTE RULES 20 & 21. PLEASE DROP KEYS INTO MY LETTER BOX WHEN YOU LEAVE THE HALL

### **HIRER MUST SWEEP FLOORS AND FLUSH TOILETS BEFORE VACATING THE HALL**

THE £20 CASH DEPOSIT WILL NOT BE RETURNED IF THE HALL AND TOILETS ARE NOT CLEAN.

*Note 1: If the finish time is after 10 p.m., please tell everyone departing the event to observe extra consideration for local residents: vacate the premises and the area swiftly with a minimum of noise and especially not to shout or slam car doors.*

*Note 2: If the projector or sound systems are hired, a key to the cabinet is required and the hirer must designate a responsible person to be trained and to operate this. An extra deposit may be required. Please discuss with booking secretary.*

# Thornborough Village Hall Conditions of Hire

If the Hirer is in any doubt as to the meaning of the following, the Bookings Secretary should be consulted.

1. The Hirer will, during the period of hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change or any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
2. The Hirer shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof nor allow the consumption of alcoholic liquor without written permission.
3. The Hirer shall be responsible for obtaining such licences as may be needed whether for the consumption of intoxicating liquor, and for the observance of the same.
4. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
5. The Hirer shall indemnify the Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring, or as a result of the hiring.
6. Bookings become effective upon return of the completed signed Booking Form with deposit and payment in full. If the Hirer cancels the booking within 24 hours of the booked date/time the booking fee will not be refundable.
7. The deposit shall be £500 or other security as agreed with the booking secretary plus £20 cash cleaning deposit. The deposits shall be returned in full unless any of the conditions of hire are breached. See clauses 1, 5, 8, 9, 11, 19 and 22. The minimum charge for breaching these conditions is £20.
8. At the end of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Committee shall be at liberty to make an additional charge. The Hirer is responsible for removing all items which they have brought into the Hall.
9. At the end of the period of hire, the Hirer shall ensure that all lights, appliances and heating (other than storage heaters) are switched off. No unauthorised heating appliances shall be used on the premises without the consent of the Management Committee.
10. The Committee reserves the right to cancel this hiring in the event of the Hall being required for use as a Polling Station or for a Parliamentary or Local Government election or by-election, in which case the Hirer shall be entitled to a full refund.
11. In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.
12. The Hirer, not being a person under 25 years of age, shall be in charge of, and upon, the licensed premises during the whole time that they are open for public entertainment. The person in charge shall not be engaged on any duties which will prevent him from exercising general supervision.
13. There shall be a minimum of 2 persons neither of whom shall be less than 25 years of age on duty in the premises when they are being used, including the person in charge. All persons on duty shall make themselves familiar with the fire fighting equipment available and the emergency exits.
14. The number of people on the premises shall not exceed 100 for dancing (standing), or 50 seated.
15. All means of exit in the premises must be kept free from obstruction and immediately available for instant free public egress.
16. The Fire brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Booking Secretary of the Village Hall Management Committee.
17. Performances involving danger to the public shall not be given.
18. Highly flammable substances shall not be brought into or used in any portion of the premises. No internal decorations of a combustible nature shall be erected without the consent of the Management Committee.
19. The Hirer will lose some or all of the deposit in the event of damage caused to the Village Hall building or its contents; if the Environment Health Officers or Police Officers are called or if any lighting, heating or appliances are left switched on.
20. In the event of any public nuisance it is the hirers responsibility to immediately notify the police. If there is any complaint the committee will automatically notify the police of all known details of the hirer and the event.
21. Hire charges are calculated from an agreed start time to the time that the keys are returned.
22. Hirers must collect the keys at an agreed time before their event and return them immediately after the event. This must be on the same day as the event. Failure to comply will incur a fine and may affect future booking eligibility.

For Thornborough Village Hall Trust  
Management Committee

For The Hirer  
I understand and accept the conditions  
above and am aged over 25 years

.....  
Signature

.....  
Signature

Date: .....

Date: .....