

VILLAGE HALL PRIVATE HIRING AGREEMENT

The Parties to this Agreement are Nash Village Hall Management Committee (NVHMC) and the Hirer who is over 21 years of age and who is acting as a Private Hirer or the Nominated Representative of the organisation stated below.

- Name of Hirer:
- Address:
- Telephone Number:
- E-mail
- Name and Address and Telephone Numbers of organisation (if applicable):

- Date of Hire: ____ of _____
- Timings of Hire: From: _____ Until: _____
- Total Duration of Hire (Hours): _____

Note: Duration of Hire includes setting up and clearing away

- What is the intended use of the Hall?
- Is this:
 - A Private Event?
 - A Public Event?
 - A Commercial Event?

(Note: For a Commercial Event full details of the event must be supplied separately.)

- Is alcohol to be provided? Y/N
- Will your event require music? Y/N
- Do you require to use the audio-visual equipment? Y/N

Notes:

- a) NVHMC has an Alcohol & Entertainment Licence with which your event must comply. See the Terms and conditions.
- b) If you require the audio-visual equipment you will have to be shown how to operate it before being allowed to use it.

Based on the above the total Hiring Fee, payable seven days before the event, is £
(Cheques please to Nash Village Hall.) Bank details can be provided for electronic payment.

Plus: Cash Deposit (see below) of £ 20.00

NVHMC will require a cash deposit of £20.00 which will be refunded within fourteen days of termination of the hire provided that no breakage damage or loss has been caused to the Hall or its contents as a result of the Hire and that all refuse has been removed from the premises, the premises left clean and tidy with all tables and chairs correctly stored, floors and toilets

swept and cooker cleaned, all heaters and lights turned off, blinds, taps, windows and doors closed.

TERMS AND CONDITIONS:

Before and during your event

- All Hirings are subject to the Conditions of Hire which are displayed in the Hall and are available from the Hiring Secretary. You are advised that the NVHMC have set in place four Policies; Complaints Procedure, Conflict of Interest, Managing Volunteers and the Safe-Guarding of Children and Vulnerable Adults, which are displayed in the Hall and are available from the Hiring Secretary.
- You must make yourself and others using the hall aware of all Fire Exits, and ensure they remain unobstructed

Alcohol is allowed to be provided free on the premises at your event but cannot be sold without sponsorship of, or agreement from, the NVHMC. You cannot evade this by, for example, selling tickets which include a 'free' drink in the ticket price. Application by the Hirer for a Temporary Licence for the sale of alcohol in Nash Village Hall is expressly forbidden without prior consent.

- Live Music is not permitted without a Temporary Licence. This may only be applied for with the written permission of NVHMC.
- Hirers need to be aware of the dangers of having cars parked on Stratford Road, especially between the main entrance and the bend. Please also ensure the 'No Parking' and 'Keep Clear' areas within the car park are complied with.
- Any electrical equipment brought into the Hall must have been tested and labelled as such.
- No 'sticky tape' or 'Blue tack' or equivalent is to be used on any wall, door or window.
- The maximum number permitted in the hall is 65 if seated or 80 for standing only.
- Note that extreme care must be taken when moving chairs, as they are kept in high stacks.

The hirer

agrees that the movement of all furniture and the use of the hall is conducted at their own risk and subject to their own risk assessment.

- Only persons who have been shown how to operate the audio-visual equipment may use it. They will then be provided with a returnable key for use at the event.

At the end of your event:

- Please take all your rubbish (including bottles) to the bins and do not leave any in the hall or car park. Aylesbury Vale District Council have a strict re-cycling and food waste collection system.

The contents of the small caddies must be bagged and emptied into the larger food container bins. If any of the bins, including the wheelie bins, are full, please take your rubbish home with you. Any over-size items must be removed from the premises which includes the car park. In the event that you fail to comply with this condition, you will be charged for clearance.

- All tables and chairs are to be put away before leaving. (Details on door of storage cupboard.)

- **All floors (including kitchen, lobby, toilets & annex,) must be swept and toilets and cooker cleaned before leaving.**
- Please ensure that all lights, heating, floodlights, etc. are switched off before exiting the premises.
- Please report any damages or breakages or anything else that needs our attention to improve the facilities provided. (Maintenance book on top of Microwave in kitchen.)

We hope your Event will be a great success and we will do what we can to help you. Please help us by complying with the terms and conditions above.

By signing this Agreement, you agree that the Nash Village Hall Standard Conditions of Hire and any Special Conditions attached shall form part of this Hiring Agreement and that you hereby agree to observe and perform all of those conditions.

You further agree that any damage breakage or loss to the Hall or its contents will be immediately reported by you to the Hiring Secretary and that if required by NVHMC in its absolute discretion you will make recompense for such damage breakage or loss. None of the provisions of the Hiring 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 the Hiring Agreement.

Signed by the Hirer..... Date.....

Hiring Secretary.
 Mrs Joanne Murray
 43, High Street, Nash, Milton Keynes, MK17 0EP
 Tel: 07583314191 E-mail: nashvhbookings@gmail.com