

FAWKHAM VILLAGE HALL
STANDARD CONDITIONS OF HIRE

(If the hirer is in any doubt as to the meaning of the following, the Hall Secretary should immediately 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 of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking so as to avoid obstruction of the highway. **Further no nails or screws shall be used to put up decorations attached to the mini-trunking which contains the electrical services.**
2. **Please Note:** The Hall, in compliance with the Law, is a **No-Smoking Zone**. **The Area around the Hall shall be left litter free (including dog-ends)**
3. **The Hirer** shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-let or use the premises or allow the premises to be used for any unlawful purpose or on 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 thereon without written permission.
4. **The Hirer** shall be responsible for obtaining such licenses as any be needed whether from the sale, or supply of intoxicating liquor, The Performing Rights Society, or otherwise and for the observance of the same.
5. **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 similar public entertainment.
6. **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 building which may occur during the period of hire as a result of hiring.
7. **If the Hirer** wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Committee.
8. **At the End** of the hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition. **ALL REFUSE SHALL BE REMOVED BY THE HIRER. THE PREMISES SHALL BE PROPERLY LOCKED AND SECURED, and any contents temporarily removed from their usual positions properly replaced, otherwise the Committee shall be at liberty to make an additional charge.**
9. **The Committee Reserves** the right to cancel this hiring in the event of the Hall being required for use as a polling station for a Parliamentary or Local Government election or bye election, in which case the Hirer shall be entitled to a refund of any deposit already paid.
10. **In the Event** of the Hall or any part thereof being rendered unfit for the use for which is has been hired the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.
11. **Any Equipment** brought into the Hall must be removed, for example unsold items from a jumble sale or bar equipment.
12. The hirer should sign the form for **“Safeguarding Vulnerable Users of Fawkham Village Hall”** available from the bookings secretary and on the website.

As Witness the hands of the parties hereto:

Signed by the person at 2 above on behalf of the Village Hall Management Committee 2 below.

.....S F Moss.....

Signed by the person named at 3 below on behalf of the Organisation/Hirer

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FAWKHAM VILLAGE HALL

HIRING AGREEMENT

This Agreement is made on the date (1) and between The Committee (2) and the Hirer (3) named below whereby in consideration of the sum(s) below, viz: -

The Committee agrees to permit the Hirer to use the premises (5) for the purpose (6) and for the period(s) all described below.

1. Date:
2. Fawkham Village Hall Management Committee:
 - i. Authorised representative(s): Sheena Moss
 - ii. Address: Dene Cottage Valley Road Fawkham DA3 8NA (Adjacent to Hall on Longfield side – Double blue garage door)
 - iii. Telephone number: 01474 703028... email: sheena@fawkham.com

3. Signature of Hirer:.....

4. Fawkham Village Hall uses personal data for the purposes of managing hall bookings, finances, events and publicity. Please tick here if you are **unwilling** for us to share your contact details with other groups and organisations benefitting the residents of the Parish of Fawkham.

5. a) Organisation:
 - b) i. Authorised representative:
 - ii. Address:
Telephone number: email: ...

6. Hiring Fee: £
 - i. Less deposit £ _____
 - ii. Balance £ _____

The balance to be paid on or before the conclusion of the event for which the Hall is hired (the deposit having been paid on the signing hereof).

7. Premises: The whole of the Village Hall.

Purpose of hiring:
Period of hiring: Starting
Hours: Start: 18:30 hrs Finish: 21:30 hrs

N.B. The Hall has to be vacated by 12.00 midnight.

N. B. The Hirer agrees with the Committee to observe and perform the provisions and stipulations contained or referred to, in the Committee's Standard Conditions of Hire for the time being in force as annexed hereto (an understanding of which the Hirer acknowledges) together with the special conditions set out in the schedule attached.

A Special Deposit of waived has been paid by the hirer to the Committee who within 28 days of the termination of the period of hire will repay such deposit to the hirer less the cost of rectifying any damage or of cleaning the premises and/or contents thereof during the period of the hiring as a result of the hiring. **This payment should where possible be made by cheque. Cheques to be made payable to "Fawkham Village Hall Management Committee".**
