



# Fairfield Village Hall

Stourbridge Road, Fairfield, Bromsgrove, B61 9LZ

## Village Hall Hiring Agreement

Between **Fairfield Village Hall (1)**

And

**<ad-hoc hirer> (2)**

(1) The Village Hall named in clause 1.2 acting by its management committee ("Village Hall").

(2) The person or organisation named in clause 1.3 ("Hirer").

**AGREED** as follows:

1. In consideration of the hire fee described in clause 1.4, the Village Hall agrees to permit the Hirer to use the premises described in clause 1.5 for the purpose described in clause 1.6 for the period(s) described in clause 1.1. The details inserted in sub-clauses 1.1 to 1.6 below and the answers to the questions in sub-clauses 1.7 and clause 2 are terms of this agreement. This Hiring Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

1.1 Date(s) required:

Date of Hire:	<b>&lt;date&gt;</b>
Times of Hire:	<b>&lt;time - time&gt;</b> <b>N.B. ( To include setting up and clearing away time )</b>

1.2 Village Hall:

(a) Registered Charity No

507422 (England & Wales)

(b) Authorised Representative

Andrew Billau

Address

20 Mount Road, Fairfield,  
Bromsgrove, Worcestershire  
B61 9LW

Telephone Number

07762 749943

1.3 Hirer:

(a)	Name	<b>&lt;name&gt;</b>
(b)	Organisation	<b>&lt;if applicable&gt;</b>
(c)	Name of Organisation's Authorised Representative	<b>&lt;name&gt;</b>
	Address	*
	Telephone Number:	*
	Email Address:	*

  

1.4	Hire Fee:	<b>&lt;£amount&gt;</b>
	Deposit:	<b>&lt;£amount&gt;</b>

The Hirer shall pay as deposit at least one third of the cost of the booking. The balance of the booking fee being payable 28 days before the event - on or before the

<b>&lt;date&gt;</b>
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(the deposit having been paid when the agreement is signed). Failure to make payment by the above date will cancel any agreement to hire the Village Hall.

Balance:	<b>&lt;£amount&gt;</b>
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Bond:	<b>£100</b>
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Balance and bond payable 28 days before the commencement of the event for which the premises are hired (the deposit having been paid on the signing hereof). The bond will be refunded within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents, nor that any additional cleaning has been required as a result of the hiring, nor complaints made to the Village Hall about noise or other disturbance during the period of the hiring or any overrun of the hire period.

**SEPARATE CHEQUES FOR HIRE FEE AND BOND PLEASE**

**PLEASE MAKE ALL CHEQUES PAYABLE TO FAIRFIELD VILLAGE HALL**

Commercial Use?                      Yes/No

**Condition for use with commercial hirers:**

*"Village Halls are usually held on strict trusts with the Charity Commission for the purposes of a Village Hall. The management committee is bound to ensure that the Village Hall is administered in accordance with those trusts. Accordingly the village hall is bound to preserve and hereby reserves the right to terminate this Agreement by not less than 7 days notice in writing to the Hirer in the event of the hall being required on the same date/time for the fulfilment of its charitable purposes.*

*In the event of such termination by the Village Hall, the Village Hall shall refund to the Hirer all monies paid by the Hirer to the village hall. The Village Hall shall not however be liable to make any further payment to the Hirer in respect of expenses, costs or losses incurred directly or indirectly by the Hirer in relation to the termination".*

1.5 Premises

Hire of Main Hall Yes/No

Hire of Barton Room Yes/No

1.6 Purpose/description of hiring:

<b>&lt;description e.g. Children's Party&gt;</b>
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Is food to be provided at the event? Yes/No

Will alcohol be available at your event? Yes/No

Will alcohol be sold at your event? Yes/No

If you answer yes to the above question, you will need to seek written permission from the management committee by completing the appropriate form, Appendix C - Sale of Alcohol or you may request that a bar be provided by the hall for your event.

2. The Village Hall has a Premises Licence authorising regulated entertainment and licensable activities including the sale of alcohol. Non alcohol related licenced activities are permitted Monday to Saturday 08.00 am to 00.00 am and Sunday 08.00am to 10.50 pm. The licensed sale of alcohol has its own permitted times. A copy of the Premises Licence is on display at the hall and a copy can be made available on request.

2.1 Where a licensable activity will take place, the hirer hereby conditions of the Premises Licence, in accordance with which the hiring must be undertaken, and agrees to comply with all obligations therein.

2.2 The Hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers.

Main hall	150 (120 if seated)
Committee room	30

2.3 The hall has a licence:

- With the Performing Right Society for the performance of copyright music, and
- from Phonographic Performance Licence (PPL)

2.4 In order to hold an alcohol related activity covered by our premises license on the premises or on part of the premises, if a bar is not being provided by the hall, approval must be sought from the Hall Management Committee through the submission of form Appendix C - Sale of Alcohol.

2.4.1 If a bar is not being provided by the hall, the Hirer shall obtain the written consent of the management committee on the form provided for this purpose. Failure to do so will result in cancellation of the hiring without compensation, or the prevention of the sale of alcohol at the event, or both.

2.5 In order to hold a licensable activity on the premises or on part of the premises not covered by the hall's Premises Licence, a Temporary Event Notice (TEN) will need to be given to the licensing authority.

2.5.1 The Hirer shall obtain the written consent of the management committee on the form provided for this purpose before giving the licensing authority a TEN. Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENs which can be granted annually for any premises. Lack of co-operation could affect future fundraising by the hall management committee and local voluntary organisations.

3. The Hirer agrees with the Village Hall to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.
4. It is hereby agreed that the Standard Conditions of Hire together with any additional conditions imposed under the Premises Licence (2.1) or that the Village Hall management committee deem necessary shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Village Hall and the Hirer.

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.

As Witness the hands of the parties hereto:

Signed by the person named at 1.3(a) above or at 1.3(c) above, duly authorised, on behalf of the organisation named at 1.3(b) above, where applicable

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Date:	
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Signed by the person named at 1.2(b) above, duly authorised, on behalf of the Village Hall's Management Committee

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Date:	
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## Privacy Policy

This privacy policy applies to the Fairfield Village Hall, charity number 507422. It explains what personal information we collect about you and how we use it.

We collect your personal information when you make direct enquiries with us, on signing our Hire Agreement, or by joining the Village Hall 200 Club.

### How we use your information

This privacy notice tells you what to expect when we collect personal information. We will make it clear when we collect personal information and will explain what we intend to do with it. We do not share your personal information with third parties unless we have your consent or to comply with a legal obligation.

### Contact with the Village Hall

When you contact the Village Hall we will obtain sufficient information to enable us to contact you. If you enter into an agreement to hire part or all of the Village Hall we will obtain sufficient information to enable us to identify you and your guests and to invoice you for the costs involved.