

# LEIGHS VILLAGE HALL

Registered Charity No 301317

## HIRE AGREEMENT

THIS AGREEMENT INCLUDING THE CONDITIONS OF HIRE between

The COUNCIL OF MANAGEMENT and

(HIRER)

The COUNCIL agrees to permit the HIRER to use the hall or halls with all associated facilities for the function, on condition the hirer complies with all terms & conditions within this agreement.

1. LEIGHS VILLAGE HALL COUNCIL OF MANAGEMENT

Authorised Representative:

Mr Stuart Wilson, 7 Boreham Road Great Leighs Chelmsford CM3 1NH.

2. **HIRER:**

NAME:

ORGANISATION (if applicable)

POSITION: (if applicable)

FULL ADDRESS incl Postcode:

**POSTCODE:**

Tel No:

Email Address:

3. **PERIOD OF HIRE:**

DATE(S):

Time From:

To:

**NB: The period of hire times MUST include all setup and clear-up times. If the building is NOT vacated by the time stated, additional charges may apply.**

4. **FUNCTION:**

Type of Function: *(eg children's party):*

No. of Adults attending:

No. of Children attending: (0-11yrs)

12 – 17yrs

***(All events must be supervised by adults over the age of 21years. Your attention is drawn to para 3.3 of the Conditions of Hire.)***

5. **HIRING CHARGE (admin use)**

£

**Plus a supplement of £5 if inflatable is used**

£

*Deposit due when returning the signed hire agreement*

£

*Balance to be paid one week prior to the event*

6. **FACILITIES AND USE:**

You will need to advise us of your requirements covering chairs, tables, children’s furniture and crockery prior to the event and whether the stage needs to be cleared.

You **MUST** also seek our approval for any entertainment or activity that you are providing during the hire. Such activity (eg indoor Bouncy Castles), if approved, is entirely at your own risk as the hall is not insured for any direct or indirect costs incurred resulting from such activities.

**ROOMS REQD: (NOTE: If your event is 5 Hours or longer (including setup and clear away times, you are required to hire both halls)**

(i) JOHN WRIGHT HALL (Large) **Yes** **No** (ii) BRIAN POULTNEY HALL (small).... **Yes** **No**

(iii) KITCHEN... **Yes** **No** (Sole use only possible if hiring both halls) (iv) STAGE.... **Yes** **No**

(v) Are you hiring an inflatable: **Yes** **No**

**EQUIPMENT REQD (WHERE APPLICABLE):**

(i) No. of Large Standard Tables (20 available in large hall)  No. of Standard Chairs (Max 100)

No. of Small Tables (10 available)

(ii) No. of Nursery Tables (10 available)  No. of Nursery Chairs (40 Available)

(iii) Crockery (note – all crockery must be washed and stored after use by hirer) \***Yes/No**

8 **MUSIC**

Will music be played during the event? **YES** **NO**

At what time, will the music cease?

**Please note that music MUST NOT be played after 2300 hours (11 pm). The hirer’s attention is drawn to the attached CONDITIONS OF HIRE.**

**NB: We have very close neighbours on whose goodwill we rely. We face possible legal action from Chelmsford City Council if we breach the agreed 11 pm music deadline. This is a very serious matter and we will therefore charge you £50.00, if you exceed this time limit.**

9 **CONSUMPTION OF ALCOHOL**

Will alcohol be consumed at your event? **YES** **NO**

Will the alcohol consumed be? **SOLD** **FREE**

***The hirer’s attention is drawn to the CONDITIONS OF HIRE regarding application for an alcohol licence.***

The hall does not have an Alcohol Licence or a Designated Premises Supervisor in accordance with the Licensing Act 2003. **If you wish to sell alcohol at a function you MUST apply for a **Temporary Events Notice** from Chelmsford City Council at least one month before the date of the event.** We will provide you with necessary form which should be completed and forwarded to Chelmsford City Council and Chelmsford Police and will **cost £21.00**

You may allow ADULTS attending the event to bring alcohol for their own consumption without the need for Temporary Events Notice.

It is a condition however, that serving of alcohol is stopped at least half an hour before the end of the hire period to allow sufficient time to clear the bar and waste by the end of the hire period.

Your attention is drawn to our conditions regarding cleaning and vacating the hall at the agreed time and that additional charges will be applied if such conditions are not met.

10 **CANCELLATION CHARGES**

We do not make charges for cancellation. However, if you do not wish to proceed with the hire please advise at the earliest opportunity and confirm this in writing (email preferred).

***Please sign & date below and return the completed Hiring Agreement to: -  
Stuart Wilson 7 Boreham Road, Great Leighs, Chelmsford, CM3 1NE, or via email to  
leighsvillagehall@gmail.com***

*"I agree that I have read and understood the **Conditions of Hire** and that such additional charges shown in paragraph 9 of the "Conditions of Hire", can be recovered from me".*

Please delete as applicable one or more of the following statements:

***a) I have enclosed \*cash/cheque for £\_\_\_\_\_***

***b) I have transferred £\_\_\_\_\_ by online banking. (Please use surname & booking date as a reference)***

*(Lloyds Bank. Account Name: Leighs Village Hall, Sort Code:30-91-14, Account No: 01082775)*

***c) INFLATABLES: I confirm I have provided a copy of the public liability insurance cover provided by the inflatable provider.***

Name (Print):

Signed by the Hirer:

Date:

Contact Mobile Tel No: