

# Felpham Village Hall

17-19 Vicarage Lane, Felpham, Bognor Regis, West Sussex. PO22 7DZ.

(Registered Charity Number 305367)

www.felphamvillagehall.org

hiresec@felphamvillagehall.org

01243 587825

For Office Use Only

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## HIRE AGREEMENT

THIS AGREEMENT is made on date (1) between the MANAGEMENT COMMITTEE of Felpham Village Hall, (2) the HIRER, (3) named below whereby in consideration of the sum(s) mentioned (7): The COMMITTEE agrees to permit the HIRER to use the premises (4) for the purpose (5) and for the period of (6).

1. Date of Agreement .....
2. Management Committee's Hon. Hire Secretary, telephone: 08448709046, or authorised Deputy. Correspondence to Felpham Village Hall as above,

3. **The HIRER**

(a) full name, address and telephone number.

.....  
 .....

(b) Organisation, name address and telephone number.

.....  
 .....

4. **HIRE REQUIREMENTS**

	HIRE REQUIREMENTS	Please tick which is required	Charge
a	Committee Room only		
b	Hall only		
c	Hall and Servery		
d	Hall and Kitchen		
e	Hall, Servery and Kitchen* *Committee Room included with (e)		
f	Performing Rights		
g	Other:		
<b>Total Hire Charge*</b>			

\* Hire charges will be periodically reviewed - see Conditions of Hire 18

5. **TYPE OF EVENT:** .....

If alcohol will be available during your hiring, please read Page 2 of this Agreement "SALE OF ALCOHOL" Also, see Page 2 for details of PREMISES LICENCE for the Hall, numbers, PERFORMING RIGHTS, etc.

6. **PERIOD OF HIRING**

Date..... From ..... To ..... Total .....hrs

7. **CHARGES**

In accordance with hire charges: payable FOUR WEEKS before date of hiring  
 A Security Deposit of £..... is applicable for some hirings. Payable on booking and refunded if all Conditions of Hire have been complied with during the hiring.

**PERFORMING LICENCE**

The Hall holds a PERFORMING RIGHTS LICENCE which permit's the use of Copyright Music in any form, e.g. records, compact discs, tapes, radio, DVD discs and by performers in person. To offset the cost of the Licence **there is a charge of £6** for hirings using any of the above.

**THE PREMISES LICENCE**

Hall authorises the following activities between 09.00 hours and 23.00 hours. Please TICK any activity applicable to your hiring.

- (a) The performance of plays
- (b) The showing of films - please state title and age classification.
- (c) Dancing
- (d) The playing of recorded music
- (e) The performance of live music
- (f) The performance of dance
- (g) Making music
- (h) Indoor sporting events

All hirings must cease at 23.45 hours except for a New Year's Eve Special Licence or other such event.

**NUMBERS**

for using the Hall: the Premises Licence is for 120 persons or 80 seated at tables. A maximum of 3 wheelchairs with accompanying carers.

**SALE OF ALCOHOL**

Any event where alcohol is sold, eg: lunch, supper, wedding or entertainment, or for which tickets are sold which include a glass (or more) of wine or other alcoholic drink, requires a Temporary Event Notice (TEN) and the Hon. Hire Secretary can supply a TEN application.

A copy of the TEN endorsed as acknowledged by Arun District Council must be given by the Hirer to the Hon. Hire Secretary at least 48 hours prior to the commencement of the hiring and the conditions attaching to the TEN must be strictly complied with by the Hirer.

There is a limit on the number of TENs which can be given in respect of the Premises in any calendar year and the Hirer should check the availability of a TEN with the Hon. Hire Secretary before making a booking or submitting a TEN application to Arun District Council.

An Event which provides alcohol free of charge to those attending does not require a TEN nor does an Event where those attending bring their own alcohol for their personal consumption but where alcohol is to be consumed on the Premises and a TEN is not required the Hon. Hire Secretary must be notified by the Hirer at the time the booking is made that alcohol will be consumed at the Event.

**PREPARATION / CLEARING UP TIME**

The opening times of the Hall are 08.00 to 23.45 hours. Activities for which the Hall is booked may only take place between 09.00am and 23.00. **There must be no amplified music before 09.00 or after 23.00 hours.** Clearing up time is free of charge at the discretion of the Hon. Hire Secretary, depending on the size of the Event. A maximum of 45 minutes can be given for clearing up after an evening event ending at 23.00 hours.

**Please ensure ALL rubbish is removed from the premises after a hire and not left in any internal hall bins. There is an external locked waste bin that can be used for limited rubbish as agreed with the Hire Secretary.**

**The attached CONDITIONS OF HIRE shall form part of this HIRE AGREEMENT.**

**Acknowledged and signed by the Hirer or Authorised Representative (please also sign page 5).**

**Name** .....

**Signature** .....

**Date** .....

**Please sign 2 copies pages 1 - 5 of this Agreement, retain one copy and return the other to the Hon. Hire Secretary at the Hall address.**

**CONDITIONS OF HIRE****1. Supervision:**

The Hirer shall -

- (a) appoint further responsible persons, if needed, to assist in supervision.
- (b) ensure that 2 mobile phones are available for any emergency.
- (c) shall be responsible for the Hall premises, the contents thereof, the behaviour of all persons on the premises during the hiring and if necessary, supervising the parking of cars so as to avoid any obstruction to the highway.
- (d) The Hall must be left clean and tidy for the next Hirer. Please ensure that the tables and kitchen surfaces are wiped clean and the floors swept. Cleaning materials, brooms etc. are in the walk-in cupboard in the kitchen and also under the sink in the Servery. A vacuum cleaner is in the cupboard in the front ladies toilet. Tables should be returned to the table trolley and chairs stacked in fives please against the wall.
- (e) Hall heating. Each radiator has a thermostatic control. If too hot, turn down individual radiators using this control. Please return each radiator to setting 4 (III) before leaving the Hall. No unauthorised heating appliances are allowed on the Hall premises.
- (f) Any failure of any Hall equipment or any brought in for the purpose of the hiring is to be reported to the Hall Hire Secretary as soon as possible.
- (g) The Hirer shall make good or pay for any damage to the premises, fixtures, fittings and contents. Any deposit taken will be retained as full or part payment for this purpose.

**2. Public Safety Compliance:**

- (i) The Hirer shall comply with the Conditions and Regulations of the WSCC Fire and Safety Authority, and the Arun District Council Licensing Authority. See notices on the board in the Hall.
- (ii) A Fire Risk Assessment Officer shall be appointed by the Hirer to:-
  - (a) Ensure that the Fire Exit signs are switched on for the hiring and switched off when leaving the hall.
  - (b) Be responsible for any emergency and shall be aware of all the fire exits, the requirement to keep them clear of any obstruction and know how to operate any escape doors.
  - (c) Take action to evacuate the Hall in the event of fire and call the Fire Brigade.
  - (d) Know the location and use of the Hall fire equipment - see attached plan.

**3. Kitchen Hygiene and Food:**

The Hirer, if arranging for the preparation of food, shall direct that the relevant health and hygiene regulations are observed.

Refrigerators, complete with thermometers, are sited in the kitchen and Servery and should be used for any meat and dairy products. Catering Contractors must take away all food waste, paper plates etc. If a contractor is not engaged, bin-bags shall be used for all waste, bottles etc. and be removed at the end of the hiring. The Hall wheelie-bin is not suitable for such items.

**4. Electrical appliances:**

Electrical appliances brought for use in the hall should have the relevant electrical safety stickers attached and be in safe working order.

**5. First Aid, Accidents and Dangerous Occurrences:**

First Aid boxes are in drawers marked with a RED CROSS, in the kitchen and servery. The Hirer must report all accidents involving injury to the public as soon as possible and enter them in the Accident Folder with the First Aid box in the kitchen drawer. Certain types of accident or injury must be reported to Arun District Council on a special form supplied by the Hon. Hire Secretary.

**6. Decorations:**

These directions are necessary for the protection of all Hall users.

No decorations are to be put up near light fittings, radiators or ceiling fans. No decorations of a combustible nature (polystyrene, cotton wool etc.) shall be used. Posters, banners etc. shall be used only after consultation with the Hon. Hire Secretary. Please DO NOT use Blue Tack or similar as it damages the paint work.

**7. Explosives and Flammable Substances:**

The Hirer must ensure that nothing of this nature is bought into the Hall.

**8. Noise:**

If music is played, the Hirer shall ensure that throughout the hiring it is at a level which will not cause any complaints from local residents. Evening hirers must ensure that there is NO amplified music or other noise after 23.00 hrs. Because of the close proximity of neighbouring houses, bookings for teenage (13-20) parties will NOT be taken.

**9. Animals:**

No animals except for guide dogs may be brought into the Hall other than for hirings agreed to by the Hall Management Committee.

**10. Compliance with the Children's Act of 1989:**

The Hirer shall ensure that any activities for children under eight years of age comply with the above Act and that only fit and proper persons have access to the children. The Hirer shall provide a copy of their Child Protection Policy to the Hon. Hire Secretary on request.

**11. Sale of Goods:**

The Hirer shall, if selling goods on the premises, such as for Charity fund raising events, comply with Fair Trading Laws and Codes of Practice. The Hall Deed does not permit commercial sales in the Hall or Car Park.

**12. Gaming, Betting and Lotteries:**

The Hirer shall ensure that nothing is done in or on the Hall premises in contravention of the law relating to Gaming, Betting and Lotteries.

**13. Fly Posting:**

Posters and notices, banners etc. of Events at the Hall can be put up outside the Hall, (but no banners to be placed inside (see para.6)) and on local notice-boards, in shop windows etc. but affixing notices to other locations, e.g. lamp posts, is an offence and can lead to prosecution by West Sussex County Council.

**14. Equipment and property left after a hiring and/or stored equipment:**

The Felpham Village Hall accepts no responsibility for any property left at the Hall after a hiring and all liability for loss or damage is hereby excluded. Such items should be removed after each hiring.

**15. Cancellation of Hirings:**

If the Hirer wishes to cancel a booking before the date of the hiring, the payment or repayment of the fee shall be at the discretion of the Hon. Treasurer and/or the Hall Management Committee. The Hall reserves the right to cancel a booking if:-

- (i) the premises are required for use as a Poling Station.
  - (ii) The Hall Management Committee reasonably considers that such Hiring will lead to a breach of Licensing conditions.
  - (iii) Unlawful or unsuitable activity will take place at the hiring.
  - (iv) The premises become unfit for use by the hirer.
  - (v) An emergency requires use of the premises for shelter following flooding, fire or other disaster.
- In any such case the Hirer shall be entitled to the return of any deposit/fee paid.

**16. Indemnity:**

- (a) The Hirer shall indemnify the Hall Management Committee and it's employees, volunteers and invitees against:-
  - (i) any cost of necessary repairs to the Hall premises due to the Hiring and
  - (ii) all claims, losses, damages and costs in respect of damages loss of property or injury arising as a result of the use of the Hall premises by the Hirer, nuisance caused to a third party resulting from the use of the premises by the Hirer.
- (b) The Hirer shall take out adequate insurance to insure the Hirer and members of the Hirer's organisation against the Hirer's liability under 16(i) and (ii) above. Such insurance must be produced if required by the Hon Hire Secretary.

The Village Hall is insured against any claims arising from its own negligence.

**17. End of Hiring:**

The Hirer shall leave the Hall ready for the next Hirer as specified in Conditions Of Hire 1(d) and (e). Please ensure that the electric cooker in the kitchen, if used, is fully turned off, also the Hostess Trolley. Turn off ceiling fans, if used, close all windows and ensure finally that all the lights are off. Please ensure that all persons using the Hall leave quietly without causing disturbance to local residents.

**18. Variation in Hire Charges:**

For regular hirings please note that the hire charges will be reviewed each year and any revised charge for the following year will be advised at the Felpham Village Hall Annual General Meeting (AGM).

The Hall Management Committee hopes that the Event or Meeting has been enjoyable to all and welcomes suggestions and comments for any improvements to the amenities provided.

**Acknowledged and signed by the Hirer or his/her Authorised Representative.**

**Name** ..... (capitals)

**Signature** .....

**Date** .....