**EASTLING VILLAGE HALL HIRE AGREEMENT**

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| DATED |  |
| PARTIES |  | |

(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. Date(s) required:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Day(s) |  |  | Month |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Time required (hours) |  | From |  |
|  |  |  |  |

* 1. Village Hall:

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| --- | --- | --- |
| (a) | Registered Charity No | 1046827 |
| (b) | Authorised Representative | Annie Adams |
| Address | | Telfords, Eastling, Faversham, ME13 0BN |
| Telephone Number | | 07754 114670 |
| Email | | jacksonandadams@btopenworld.com |

1.3 Hirer:

|  |  |  |
| --- | --- | --- |
| (a) | Name |  |

|  |  |  |
| --- | --- | --- |
| (b) | Organisation |  |

|  |  |  |
| --- | --- | --- |
| (c) | Name of Organisation’s Authorised Representative |  |

|  |  |  |
| --- | --- | --- |
|  | Address |  |
|  | Telephone Numbers & email |  |

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| --- | --- | --- |
| 1.4 | Hire Fee | £ |
|  | Deposit (\*at committee discretion) | £N/A |

\*The Hirer may be asked to pay a deposit of £50, the balance of the booking fee being payable on or before the conclusion of the event for which the premises are hired (the deposit having been paid when the agreement is signed).

|  |  |
| --- | --- |
| Balance | £ |
| Security deposit | £N/A |

This deposit 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 complaints made to the Village Hall about noise or other disturbance during the period of the hiring as a result of the hiring.

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| Balance | £ |

Payable on or before the conclusion of the event for which the premises are hired (the deposit having been paid on the signing hereof)

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| Commercial Use? | Yes/No (use for a business or for financial gain) |

1.5 Premises

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| --- | --- |
| Whole of hall |  |
| If part of hall please specify |  |

1.6 Purpose/description of hiring:

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Will tickets be sold for your event? Yes/No

1.7 Is food to be provided at the event? Yes/No

1. The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. Please confirm which licensable activities will take place at your event:

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| --- | --- | --- | --- |
| **Activity** | **The hall is licensed for** | **Times for which the activity is licensed** | **Indicate activities to take place at your event** |
| a. The performance of plays | ✓ | 08.00 – 23.30 |  |
| b. The exhibition of films | ✓ | 08.00 – 23.30 |  |
| c. Indoor sporting events | ✓ | 08.00 – 23.30 |  |
| d. Boxing or wrestling entertainment | ✓ | 08.00 – 23.30 |  |
| e. The performance of live music | ✓ | 08.00 – 23.30 |  |
| f. The playing of recorded music | ✓ | 08.00 – 23.30 |  |
| g. The performance of dance | ✓ | 08.00 – 23.30 |  |
| h. Entertainments similar to those  in a – g | ✓ | 08.00 – 23.30 |  |
| i. Making music | ✓ | 08.00 – 23.30 |  |
| j. Dancing | ✓ | 08.00 – 23.30 |  |
| k. Entertainment similar to those in i – j | ✓ | 08.00 – 23.30 |  |
| l. The provision of hot food/drink  after 11pm | ✓ | 08.00 – 23.30 |  |
| m. The sale of alcohol |  |  |  |
| n. Bouncy castle (see special conditions) |  |  |  |

* 1. Have you indicated at 2(m) that alcohol will be available at your event ? Yes/No

If you answer yes to the above question, you will need to seek written permission from the management committee.

If the above regulated entertainment and licensable activities are to take place outside the hours of 08.00 – 23.30 a TEN (Temporary Event Notice) will be required.

In all circumstances when alcohol will be sold, a TEN will be required.

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

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| Main hall | 110 |  |
| Committee room | 12 |  |

2.4 The hall has a licence:

|  |  |
| --- | --- |
| With the Performing Right Society for the performance of copyright music. | ✓ |
| from Phonographic Performance Licence (PPL) | ✓ |

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.

The Hirer shall obtain the written consent of the management committee 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.

1. 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.

1. The Hirer agrees to read, and abide by, all Policies pertaining to the Village Hall including:-
   1. the Health & Safety Policy 2025, including

* **Use of the Stage.** Hirers may use the Village Hall Stage at their discretion, but are wholly responsible for the safety of anyone using it and for supervising all users whilst they are using it, particularly with regards to ensuring that due attention is given to the frontage drop;
* **Fire and Escape (including the Evacuation Procedure).** It is important to note that the Hirer is responsible for ensuring that those using the Hall under their supervision are aware of the Fire Evacuation Procedures and the designated Assembly Point (the Village Hall car park). Hirers must not prop/wedge open, or interfere in any way, with Fire Doors. A Fire Safety Instruction Checklist has been attached to the end of this Hire Agreement to aid Hirers in understanding their responsibilities in the event of a fire;
* **Our Smoke-Free Policy.** All areas within the building are smoke free and all users have a right to a smoke free environment. Smoking is prohibited within the hall including the outside entrance. This policy applies to all persons using the Village Hall;
* **Working at Height.** Hirers are responsible for ensuring that any activities carried-out at height are done so in a safe manner and that a Risk Assessment is prepared beforehand. It is important to note that the stepladder in the storage room near the Stage is not for use by Hirers (who would be expected to provide any such equipment required);

* **Manual Handling.** Hirers must take all reasonable precautions to reduce the risk of injury arising from any manual handling activities undertaken by those under their supervision. It is important to note that the heavy-duty trolley in the storage room near the Stage is not for use by Hirers (who would be expected to provide any such equipment required);
* **First Aid.** A First Aid kit is available in the Committee Room, along with an Accident Book. All accidents must be recorded in the Accident Book, and reported to the Bookings Secretary at the earliest opportunity;
* **Spills, Trips and Falls.** Hirers are responsible for reducing the risk of slips, trips and falls pertaining to those under their responsibility, and are also responsible for cleaning-up any hazards that arise during their use of the Hall (basic cleaning products are available in the storeroom next to the Stage; and
* **Control of Substances Hazardous to Health.** Any accidents involving hazardous materials must be reported in the Accident Book (kept in the Committee Room) and reported immediately to the Bookings Secretary;
  1. the Child and Vulnerable Adults Safeguarding Policy 2025. The safeguarding of children or vulnerable adults is the responsibility of the Hirer. It is important to note that groups and individuals hiring the Hall are responsible for their own safeguarding arrangements;
  2. the General Data Protection Regulation (GDPR) Policy 2025; and
  3. the Conditions of Use.

Copies of these Policies can be found on the Village Hall Website and are also displayed for the attention of all on the Village Hall notice board (in the Hallway).

In addition, Hirers are wholly responsible for any electrical equipment brought/used on site, for using the provided stepladder correctly and are further advised to consider whether they need to control car parking by, for example, using Marshalls wearing high-visibility vests

**5.** It is hereby agreed that the Standard Conditions of Hire together with any additional conditions imposed under the Premises Licence 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.

**6.** 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 1.2(b) above, duly authorised, on behalf of the Village Hall’s Management Committee

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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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# **Fire Safety Instruction Checklist for Eastling Village Hall**

The Hirer is responsible for ensuring that those using the Hall under their supervision are aware of the Fire Evacuation Procedures and the designated Assembly Point (the Village Hall car park). The Hirer is also responsible for liaising with the Emergency Services upon their arrival and providing them with any information required. In particular, they should advise the Emergency Services that information pertaining to the Village Hall fire procedures are kept in the secure fire cabinet attached to the wall in the main entrance.

Fire Procedures

On discovering a fire RAISE THE ALARM, shout ‘FIRE’, operate the nearest break glass Fire Alarm Point and dial the emergency number 999, giving the following information:-

* Location of fire: Eastling Village Hall ME13 0BB; and
* Where the fire is and the approximate number of people at the hall.

The Hirer should also contact a member of the Village Hall Management Committee at the earliest opportunity:-

* Paul Ainsworth (Chair): 07771-932117
* Annie Adams (Booking Secretary): 07754-114670; or
* Tim Philpott (Treasurer): 07850-080007

Evacuate the building by using the appropriate fire exits, ensuring that all persons are accounted for and check to make sure the building is clear, including the Committee Room, the kitchen, Ladies/Gents toilets and, in particular, the disabled toilet (when evacuating close doors and windows behind you to help stop the spread of fire and smoke). The Hirer is responsible for ensuring that the premises have been evacuated.

On hearing the alarm all occupants will evacuate the building using the nearest available exit.

* Kitchen (via the kitchen external door or via the hallway to the main entrance);
* Committee Room (via the external exit or via the hallway to the main entrance); and
* Hall (via the double doors at the back of the Hall or the double doors to the side)

The Village Hall car park is the assembly point. This ensures that the building can be evacuated quickly and confirmation that this has been completed can be communicated to the fire brigade. Occupants will assemble and remain on the Village Hall car park unless it is deemed that they remain in danger, at which point they will be instructed to move onto the school playing fields. Re-entry of the building is forbidden until permission is given by the senior fire officer attending.

**Fire Precautions**

Precautions have been taken to provide:-

* Evacuation routes, along with suitable signage (Hirers must not prop/wedge open, or interfere in any way, with any Fire Doors whether internal or external);
* Fire control equipment, comprising;
  + Water extinguisher (RED) suitable for most fires except those involving electrical systems and flammable liquids;
  + Carbon dioxide extinguisher (Black) suitable for fires involving electrical equipment and flammable liquids;
  + Fire blanket located in the kitchen; and
  + Dry Powder extinguisher (BLUE) for use with oil-based products used in the kitchen
* Suitable means of raising the alarm, comprising four Fire Alarm Points (two situated in the main Hall, one in the Committee Room and one in the kitchen).

The policy of the Village Hall is that smoking may not take place within the building.