

Booking Form – STISTED VILLAGE HALL

(1) The Village Hall named in clause 1.1 acting by its management committee ("Village Hall").

(2) The person or organisation named in clause 1.2 ("Hirer").

AGREED as follows:

1. In consideration of the hire fee described in clause 1.6, the Village Hall agrees to permit the Hirer to use the premises described in clause 1.5 for the purpose described in clause 1.3 for the period(s) described in clause 1.4. The details inserted in sub-clauses 1.1 to 1.6 below and the answers to the questions in sub-clause 1.3 are terms of this agreement. This Hire Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

1.1 Stisted Village Hall

(a)	Registered Charity No:	246278
(b)	Authorised Representative:	Mrs Tracy Warner
		Stisted Village Hall, Rectory Road, Stisted, Braintree, Essex CM77 8AL
	Telephone Number:	07716990599

1.2 Hirer: (Note: Person(s) signing must be 18 years of age or older)

(a)	Name: (if individual)	
(b)	Organisation:	
(c)	Email address:	
	Address: (For invoicing / correspondence)	
	Contact Telephone Numbers:	Home -
		Work -
		Mobile -

THE EVENT

1.3 Purpose/description of hiring

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This will be a public/private event?	PUBLIC	PRIVATE
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Is food (other than biscuits/cakes) to be provided at the event?	YES / NO
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1.4 DATE(S) REQUIRED:

When calculating the total time required, please include setting up and clearing away time. Please also check with your entertainment provider the access time they require to set up for the function. Additional time to original booking will be charged as set out in our Scale of Charges.

No charge is made between the hours of midnight and 8.00 a.m.

Day(s)	<input type="text"/>	Month	<input type="text"/>
Time required (Hours): From:	<input type="text"/>	To:	<input type="text"/>
Total Number of Hours (minimum session is 4 hours)	<input type="text"/>		

1.5 PREMISES

I/We wish to hire the Main Hall, Kitchen and Bar Area

Tables, Chairs and crockery are automatically included in the hire charge.

1.6 HIRING FEE

I/We meet the charging criteria, as described in the Scale of Charges for Rate:
(please circle)

V P 30 ALL

The Scale of Charges to be applied will be those in force at the time of application which are available upon request from the Booking Officer or from our website, stistedvillagehall.org.uk.

Using the Scale of Charges as your reference, please calculate the hire charge:

First 4 hours for Rates V and P as selected above, OR Per hour for Rates 30 or ALL	<input type="text"/>
Additional _____ hours @ £_____:	<input type="text"/>
Total Hire Charge: (For Rate ALL, please refer to the Ready Reckoner for Total Hire Charge)	<input type="text"/>
Deposit 50%: To be sent with booking form	<input type="text"/>

The Hirer shall pay as deposit at least 50% of the cost of the booking. The balance of fees being payable on or before the commencement of the event for which the premises are hired (the deposit having been paid on the signing hereof).

Balance due before commencement of event:	<input type="text"/>
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Please make cheques payable to STISTED VILLAGE HALL

1.6.1 Special Deposits – payable with 50% deposit of Hiring Fee

Special Deposit - Cleaning:	£75
Special Deposit – ‘No Damage’	£100

These Special deposits 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. The Special Deposits are payable by way of separate cheques to Stisted Village Hall to facilitate refund to Hirer on completion of satisfactory hiring.

2. PREMISES LICENCE – Please complete this in conjunction with Appendix 2

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:

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			
b. The exhibition of films			
c. Indoor sporting events			
d. Boxing or wrestling entertainment			
e. The performance of live music	✓	09:00 – 23:00	
f. The playing of recorded music	✓	09:00 – 23:00	
g. The performance of dance	✓	09:00 – 23:00	
h. Entertainments similar to those in e – g	✓	09:00 – 23:00	
i. Making music	✓	09:00 – 23:00	
j. Dancing	✓	09:00 – 23:00	
k. Entertainment similar to those in i – j	✓	09:00 – 23:00	
l. The provision of hot food/drink after 11pm			
m. The sale of alcohol			

2.1 Have you indicated at 2 (m) that alcohol will be available at your event? YES / NO

If you answer yes to the above question, or have selected any other activity which is outside of our Premises Licence, you will need to seek written permission from the management committee in order for Temporary Event Notice to be given for the event by the Local Licensing Authority.

2.2 The management committee will require you to complete a separate form detailing your requirements.

2.3 Where a licensable event is to be held for which the premises, or that part of the premises, are not licensed the hirer shall be responsible for obtaining such authorisation as may be needed.

2.4 The hall has a licence with the Performing Rights Society for the performance of copyright music.

- 2.5 In order to hold a licensable activity not covered by the Village 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 on the form provided for this purpose (see Appendix 2) 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 Special Conditions of Hire shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Village Hall and the Hirer.
5. 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(a) above or at 1.2(c) above, duly authorised, on behalf of the organisation named at 1.2(b) above, where applicable:

Date: _____	Signed: _____ (Hirer)
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Signed by the person named at 1.1(b) above, duly authorised, on behalf of the Village Hall's Management Committee:

Date: _____	Signed: _____ (SVH Authorised Representative)
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To help us target our advertising, we shall appreciate it if you will answer the following question:

How did you hear about Stisted Village Hall?

Local Advertising	Please Tick
Social Media	
Internet Search	
Friend or Family	
Other (please specific)	