

Hiring Agreement For Southill Parish Hall

This agreement is made on the date below between the Committee and the Hirer named below, whereby, in consideration of the sum(s) mentioned, the Committee agrees to permit the Hirer to use the premises for the purpose stated and for the period(s) described below:

NOTE: THIS BUILDING IS DESIGNATED A “NO SMOKING PREMISES” FOR ALL OCCASIONS.

1. **Date(s) Required:** Day(s) _____ Date(s) _____
 Time Required: Hours: _____ From: _____ To: _____
 Is Setting-up Time Required? Yes/No Hours: _____ From: _____ To: _____

The Premises Licence is to 11.45 p.m. only; this coincides with the end of your period of hire. After midnight only those helping to clear up the Hall should be in the Hall. Failure to comply with this will result in the forfeiture of part of your deposit.

2. **Parish Hall Management Committee of SOUTHILL PARISH HALL**

Authorised Representative(s): _____

Address: _____

Telephone Number: _____

3. **Hirer** (a) Name (If Individual) _____
 (b) Organisation (If Applicable) _____
 (c) Name of Organisation's Authorised Representative: _____
 Note: Person(s) signing must be 18 years of age or over.

Address: _____

Telephone Number: Home _____ Work _____

Hiring Fee: _____ Deposit: _____ Balance _____

Confirmed bookings are subject to £20.00 Non-returnable Deposit and a £50 Damage Deposit (See * below) or a Deposit of 10% in the case of short, low fee bookings.

The full cost must be paid at least 2 working days before the event takes place. Cheques to be paid to ‘Southill Parish Hall’

Damage Deposit* _____

***If alcohol is to be available then the Damage Deposit will be £100 for Hirers within the Parish and £150 outside.**

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 during the period of the hiring as a result of the hiring and that the Hirer has complied with the Schedule of Standard Conditions of Hire for Southill Parish Hall, Schedule of Special Conditions of Hire and Para 6, End of Hire.

4. **Cancellations**

IF THE **HIRER** wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Committee.

However, unless a minimum of two working days has been given, no money will be refunded.

THE COMMITTEE reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election, in which case the Hirer shall be entitled to a refund of any deposit already paid.

5. Purpose of Hiring: This will be a private / public event. (*Delete the appropriate one*)

Will your event require music? ** YES/NO

Is alcohol to be provided at the event(s)? YES/NO

Will it be for sale? **

YES/NO

If YES refer to Para 3 **Licences of Schedule of Standard Conditions of Hire for Southill Parish Hall

6. End of Hire

THE HIRER shall:

- a) Be responsible for leaving the premises and surrounding area in a clean and tidy condition.
- b) Ensure that any contents temporarily removed from their usual positions are properly replaced.
- c) Wipe clean any tables that have been used before returning them to storage.
- d) Ensure that the Main Hall has been swept before leaving.
- e) Ensure that all electrical appliances have been switched off.
- f) Ensure that all water taps have been turned off in the kitchen and all toilets, **including disabled.**
- g) **Ensure that all rubbish generated is removed from the premises.**
- h) Ensure that all windows and doors are closed and that the property is locked and secured.
- i) Ensure that all internal and external lights are switched off. **Main Door external light, left hand side, will switch off automatically.**
- j) Return the Hall keys to the key holder's house on leaving the premises.
- k) Report any damage promptly to the Letting Agent or Caretaker.

The Committee shall be at liberty to make an additional charge, which will be taken from the Damage Deposit, if any of the above are not to their satisfaction and completely at their discretion.

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to the local residents.

Any comment or observation that you may have regarding your hire should be addressed to the Secretary of the Management Committee.

The Hirer agrees with the Committee to be present during the hiring and to perform the provisions and stipulations contained or referred to in the Committee's Schedule of Standard Conditions of Hire for Southill Parish Hall and the Schedule of Special Conditions of Hire for the time being in force and attached hereto, (an understanding of which the Hirer acknowledges).

It is hereby agreed that the Schedule of Standard Conditions of Hire for Southill Parish Hall and the Schedule of Special Conditions of Hire for the time being in force and attached hereto, shall form part of the terms of the Hiring Agreement, (an understanding of which the Hirer acknowledges)

As Witness the hands of the parties hereto:

Signed by the person named at 2 above on behalf of the Parish Hall Management Committee above:

_____ Parish Hall Management Committee _____ Date

Signed by the person named at 3(a or c) on behalf of the organization named at 3(b) above, where applicable)

I declare that the information given in this agreement is correct to the best of my knowledge and I acknowledge that any misstatement or misrepresentation will invalidate the agreement.

_____ Name of Hirer _____ Date

WE WISH YOU A HAPPY AND SUCCESSFUL FUNCTION

Letting Agent:	Mrs. M Summerfield,	2 Howards Close, Southill, Biggleswade, Beds	Tel 01462 816878
Caretaker:	Mrs. M Summerfield,	2 Howards Close, Southill, Biggleswade, Beds	Tel 01462 816878
Key Holder:	Mrs. V Senior,	47 High Street, Southill, Beds	Tel 01462 813342
Secretary:	Mr M Whalley,	6 Rookery Walk, Clifton, Shefford, Beds	Tel 01462 628656

THANK YOU FOR USING THE SOUTHILL PARISH HALL - WE HOPE YOU WERE SATISFIED WITH THE HALL AMENITIES