Great Dunham Village Hall Hire Agreement

Great Dunham Amenities Committee agrees to permit the Hirer to use the premises of Great Dunham Village Hall for the purpose described in (5.1) for the period described in (1.2)

1.	Da	ites(s) and T	Fime(s) required			
	1.1	Date:				
	1.2	Times:	From:	То:		
	(NB	Time must ir	nclude preparation and cle	earing up time)		
	1.3	Single hire or	regular hire (delete as appr	opriate)	Key no	
2.	Во	oking Secreta	ary			
			at 5, Litcham Road, Great D 701 427 email: grenville.l			
3.	Hir	er				
	3.1	Name:				
	3.2	Organisation:	:			
	3.3	Address:				
	3.4	Telephone nu	ımber:		email:	
4	. Pr	emises requ	iired			
	4.1	Main hall only	y □ Meeting room only □	Main hall and r	meeting room □ (tick box)	
	4.2	Hire Fee: £	per hour Total hire fo	ee: £		
	4.3	Deposit: £	(see conditions	of Hire)		
			your booking is only secur ry and any payment plus the		mpleted and signed form has been received.	eived by th
5	. Pu	rpose of hir	re:			
	5.1	Purpose or de	escription of hiring:			

5.2 Private, public or commercial event (delete as appropriate)

6. Important terms of hire

The Hirer (or a designated representative) undertakes to be present during the hiring and to comply fully with this Hire Agreement and the attached **Conditions of Use**.

6.1 The Hirer shall not:

Signature:

- Allow smoking or the use of any illegal substances in any part of the hall
- Sub hire or use the hall for any purpose other than that described in the hiring agreement
- Allow for the hall to be used for any unlawful purpose or in any unlawful way
- Do anything which may endanger the Hall or safety of people in the hall or render invalid any insurance relating to the Hall or its contents.
- **6.2** Great Dunham Amenities Committee will not be held responsible for injury, howsoever caused, or for any loss or damage to the property of individuals, clubs or groups occurring on the premises or in the Community Park.
- **6.3** The Hirer is responsible for any damage or loss to the Hall, contents or grounds during the hire period and any such instances should be reported to the Booking Secretary without delay
- **6.4** The Hall and grounds must be left in a satisfactory condition, failure to do so may result in forfeit of deposit or additional charges being levied on Hirer
- **6.5** The conditions of the Hall's Public Entertainment Licence must be adhered to. A copy is displayed on the notice board in the Village Hall, together with the specific conditions attached to the licence.
- 6.6 The maximum permitted number of people allowed in the building is: Large hall 110, Meeting room 30 or, if both the large hall & meeting room are booked, the total number allowed is 110.
- 6.7 If it is intended to sell alcohol either via a bar or included in the price of a ticket (or provide entertainment outside the terms of the Entertainment licence) users must apply for a **Temporary Event Licence (TEN)** at least 3 weeks in advance from Breckland Council. A copy of this licence must be shown to the booking clerk before the event takes place. Further information and advice about this can be obtained from Breckland Council (01362) 656876, http://www.breckland.gov.uk/content/temporary-event-notice-ten
- **6.8** Users of the hall, Community Park and play areas must comply with the Amenities Committee's Vulnerable Persons and Safeguarding Policy.
- **6.9** It is hereby agreed that the 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 Amenities Committee and the Hirer.
- **6.10** 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.

NB the Amenities Committee reserve the right to refuse any booking at their discretion.

7.	Signed by the	Bookings	Secretary	named	at 2	above,	duly	authorised,	on	behalf	of	Great	Dunham
Ame	enities Committ	ee											

Joan Lawes	Date:
The Hirer confirms that they have received a copy of the he hall and will comply with them	conditions of use/information sheet about the use of
Signed by the Hirer named at 3.1 above, duly authorised by	the organisation named at 3.2 above, where applicable:
Signature:	
Print Name:	Date:

Cheques to be made payable to GREAT DUNHAM AMENITIES COMMITTEE or payment direct to Lloyds Bank Sort Code: 30-90-92 Account No: 33881268