

# Sicklinghall Village Hall

Main Street, Sicklinghall, LS22 4AU. Email: [info@sicklinghallvillagehall.co.uk](mailto:info@sicklinghallvillagehall.co.uk)  
Registered Charity No 523940



## HIRING AGREEMENT

**THIS FORM MUST BE COMPLETED IN FULL AND RETURNED AND ALL DOCUMENTATION ATTACHED AT APPENDICES 1 AND 2 READ BEFORE YOU USE THE HALL**

If you wish to hire the Village Hall, you must read the guidance entitled 'General Information for Hirers' and attached as Appendix 1 and the Terms & Conditions of Hire below. These documents are the terms of hire and will apply and govern all bookings of the Village Hall.

**Please complete and sign Part 1 below and send this Agreement to the Bookings Secretary** at the email address in the 'General Information for Hirers' and arrange to pay the Hire Fee or Deposit, if required at the time of booking. We strongly recommend that you retain a copy of this completed document for your own information. The Agreement will be binding when signed on behalf of the Village Hall Management Committee at Part 2 below.

### **Part 1 - Booking request (to be completed by the Hirer)**

#### **1.1 Hirer**

The Hirer must be over 18 and be available at the Village Hall throughout the period of hire. The Hirer will be liable for the hiring of the Village Hall in accordance with the Terms & Conditions. Where relevant, the Hirer must be authorised to sign this Agreement for and on behalf of the organisation stated.

NAME OF  
INDIVIDUAL HIRER

ORGANISATION  
(if any)

ADDRESS OF HIRER

DAYTIME TELEPHONE  
NUMBER OF HIRER

EMAIL ADDRESS OF  
HIRER

DATE OF HIRE

START & END TIME

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DESCRIPTION OF  
EVENT/ACTIVITY AND  
NUMBER OF  
ATTENDEES.

WILL ALCOHOL BE  
SERVED.

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If you intend to hold any other licensable activity on the premises that is not covered by the Village Hall's Premises Licence (see 'General Information for Hirers' at Appendix 1), you must firstly obtain the written consent of the Management Committee and then, if approved, submit a Temporary Event Notice to the licensing authority in accordance with the 'General Information for Hirers'.

## 1.2 Hire Fee and Deposit

Information on the Hire Fee and any Deposit is set out in Appendix 1, the 'General Information for Hirers'. The Hirer must pay any deposit if required at the time of the booking (the Booking Secretary will confirm whether or not a deposit will be required). The balance of the Hire Fee must be paid before or on the date of hire.

**Cheques should be payable to 'Sicklinghall Village Hall', payment can also be by BACs and the details can be obtained from the Booking Secretary.**

HIRE FEE

£

DEPOSIT (if required)

£

BALANCE

£

SPECIAL DEPOSIT  
(if required)

£

## 1.3 Your Agreement

Please sign below to state that you have read and understand the terms of this Agreement and the 'General Information for Hirers' and you agree to fulfil the above booking in accordance with the Terms & Conditions of Hire in Part 3 below.

SIGNATURE OF HIRER

PRINT NAME


For and on behalf of the Hiring Organisation (if applicable)

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## Part 2 - Acceptance by Sicklinghall Village Hall Management Committee

In consideration for the Hire Fee and for the Hirer complying in full with the Terms & Conditions of Hire in Part 3 below, the Village Hall Management Committee agrees to the above booking.

SIGNATURE

PRINT NAME

DATE OF AGREEMENT


For and on behalf of Sicklinghall Village Hall Management Committee

## Part 3 - Terms & Conditions of Hire

Your hire of the Village Hall will be subject to these Terms & Conditions of Hire. For the purposes of these Terms & Conditions:

“**you**” means the Hirer (or, where stated, the Organisation) stated in Part 1,

“**us**” means the Sicklinghall Village Hall Management Committee, and

“**Village Hall**” means Sicklinghall Village Hall, Main Street, Sicklinghall LS22 4AU and its car park and surrounding grounds.

### RESPONSIBILITY

#### 1. Compliance with this Agreement

As the Hirer, **you will be legally responsible** for the hiring of the Village Hall and must ensure that these Terms & Conditions and the 'General Information for Hirers' in Appendices 1 and 2, are complied with in full by your users and any third parties, as such caterers etc.

#### 2. Supervision

For the duration of your booking, **you are responsible for the proper use of the Village Hall and the supervision of everyone using it** (including appropriate use of the car park and surrounding grounds). You must ensure that the Village Hall and its contents, fixtures and fittings suffer no damage during your booking and that any equipment provided at the Village Hall is used in a responsible manner.

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## 3. Compliance with Laws

**You must ensure that your use of the Village Hall complies at all times with all relevant laws** including (where appropriate) all legal requirements relating to (i) health & safety and fire regulations, (ii) equality and discrimination, (iii) safeguarding of vulnerable adults and child protection (iv) the safety of electrical appliances, (v) performing rights and copyright, (vi) gaming, betting and lotteries, and (vii) the Village Hall's Premises Licence (which is displayed at the premises). If food is to be prepared, served or sold at the Village Hall, you must ensure that all relevant food health and hygiene legislation and regulations are met.

## 4. Public Safety Compliance

**You must ensure that you have read and understood the Fire Safety and Health & Safety terms** drawn to your attention in Appendices 1 and 2 the 'General Information for Hirers' and that you will comply with those terms (and ensure that everyone using the Village Hall complies with them) for the period of your booking.

## 5. Children and vulnerable adults

You must ensure that any activities for children comply with all applicable childcare and safeguarding legislation and guidelines. You must also comply with any legislation relating to when vulnerable adults are present. If your booking is not a private function then you will need to provide a copy of your safeguarding policy to the Booking Secretary, before the booking can be confirmed.

## 6. Liability and Insurance

**You will be liable for:**

- a) any loss or damage (including accidental and malicious damage) caused to the Village Hall during the period of hire.
- b) any claims, damages or costs incurred by us or others (including as result of any nuisance caused to a third party) arising from your hire of the Village Hall; and
- c) any loss or damage incurred by us or others because of your failure to comply with these Terms & Conditions or the 'General Information for Hirers'.

**If you are hiring the Village Hall for commercial purposes, you must hold public liability insurance and provide us with evidence of this insurance if requested.**

## USE OF THE VILLAGE HALL

### 7. Purpose of Booking

You must not use the Village Hall for any purpose other than that you have described in Part 1 of the Hiring Agreement and must not use the Village Hall for any unlawful or unsuitable purpose. You must only allow the consumption of alcohol, or any unlicensed activity referred to in the 'General Information for Hirers' where prior written permission has been given by us, as part of the hiring agreement and, where appropriate, a Temporary Event Notice has been approved by the licensing authority.

### 8. Behaviour and Noise

**You will be responsible for the proper behaviour of everyone using the Village Hall during the period of your hire and must ensure that there is no disturbance of local residents on arrival and departure, particularly late at night and early in the morning.**

You must ensure that no excessive consumption of alcohol is permitted, that no alcohol is served to any person known or suspected to be under the age of 18, and that no illegal drugs are brought onto the premises. You are responsible for ensuring that any person suspected of being drunk, under the influence of drugs or behaving in a violent or disorderly way is required to leave the Village Hall.

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## 9. Smoking and Vaping

**Smoking and vaping is not permitted in the Village Hall** and you will ensure that any person who breaches this provision is asked to leave the premises. You will ensure that anyone wishing to smoke does so outside and disposes of cigarette ends in a tidy and responsible manner.

## 10. Car Parking and Equipment

**Cars parked at the Village Hall will be at the owner's risk.** We accept no responsibility for any equipment stored or other property brought to the Village Hall, and all liability for loss or damage is excluded. You must ensure that all equipment and other property is removed at the end of each period of hire. You agree that if any equipment or other property remains at the Village Hall, you will be charged an additional fee (at the hire fee) for each day or part of a day that the items remain at the Village Hall. If the items remain at the Village Hall for more than 7 days after the end of the period of hire, we may dispose of them on such terms and conditions as we think fit and you will be liable for any costs incurred in storing or disposing of them.

## 11. Accidents and Dangerous Incidents

You must report any accident to us **as soon as possible** and complete the relevant section in the Village Hall's accident book which is in the kitchen. You should also report any emergency incident or failure of equipment at the Village Hall to us as soon as possible and complete any report form that we request.

## 12. Fire Risks and Flammable Substances

You are responsible for ensuring that fire risks are always minimised, all emergency exits are kept clear and the location of these exits and fire equipment is clear. You must ensure that no highly flammable substances are brought into the Village Hall and that any internal decorations are kept clear of light fittings and heaters. No lit candles are permitted. No Portable Liquefied Propane Gas appliances or other unauthorised heating appliances are to be used at the Village Hall. In the event of a fire, you must contact the fire brigade immediately.

## 13. Animals

No animals (except guide and support dogs) are to be brought into the Village Hall unless approved in advance. No animals whatsoever are to enter the kitchen at any time.

## 14. Advertising of Events

You must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the Village Hall on the hall, unless agreed in advance.

## AT THE END OF YOUR BOOKING

### 15. Cancellation

If you wish to cancel the booking before the date of the event you should notify us **as soon as possible**. Unless a replacement booking is taken for the same time and date, we reserve the right to withhold repayment of any Deposit or Hire Fee, or to require a cancellation fee to be paid. We have the right to cancel your booking of the Village Hall by written notice to you in the following circumstances:

- (a) the Village Hall is required for use as a polling station for a Parliamentary or Local Government election or by-election,

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- (b) we reasonably consider that your booking may lead to a breach of licensing conditions or other legal or statutory requirements, or to any unlawful or unsuitable activities taking place at the Village Hall,
- (c) the Village Hall becoming unfit for your intended use,
- (d) an emergency requires the use of the Village Hall as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar circumstances, or
- (e) if your booking is for commercial purposes and the Village Hall subsequently is required at the same time as your booking in order to fulfil its charitable purposes.

In the event that we cancel your booking as above, you will be entitled to a refund of any deposit or hire fee already paid, but we will not be liable for any resulting direct or indirect loss or damages whatsoever.

## 16. Condition of Village Hall

**You must ensure that at the end of your booking the Village Hall and the surrounding areas are left in a clean and tidy condition** in accordance with the 'General Information for Hirers', the contents of the Village Hall are returned to their original position, all lights, heating and equipment are switched off, and (unless we otherwise direct) the Village Hall is properly locked and secured. **We reserve the right to recover from you any additional costs incurred by us in the event of a breach of this condition.**

## 17. No Alterations

You must not make any alterations to the Village Hall or install or attach any fixtures, notices, decorations or other articles to the Village Hall without our prior written approval and in accordance with the 'General Information for Hirers'. Where any such items are approved by us, you must remove them at the end of your booking and make good any damage caused by them, to our satisfaction. At our discretion, any alteration, fixture or attachment remaining at the Village Hall at the end of your booking will become our property.

## 18. No Tenancy

This Hiring Agreement gives you permission only to use the Village Hall for the purpose agreed by us and does not grant you (or anyone else) a tenancy or other right to occupy the Village Hall.