

ANCASTER PARISH COUNCIL
HIRING AGREEMENT FOR THE PARISH HALL

Dated:

Reason for Hiring:

.....

.....

(1) The Parish Hall named in Clause 1.2 below.

(2) The person or organisation named in Clause 1.3 (Hirer) below.

AGREED AS FOLLOWS:

1. In consideration of the hire fee described in Clause 1.4 the Parish Council agree 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 1.8 are the terms of this agreement. The 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 Dates and Times Required

Dates Required:

Times Required: From To

Preparation:

1.2 Parish Hall

- | | |
|--------------------------------|--|
| (a) Authorised Representative: | Carol Bradford |
| (b) Address: | Stone Cottage, Main Street, Syston, Grantham NG32 2BX |
| (c) Telephone Number: | 07870 129344 |
| (d) Email | Carol.apc1outlook.com |

1.3 Hirer

(a) Name

(b) Organisation

(c) Name of Organisation's Representative

.....

(d) Address

.....

.....

(e) Telephone No:

1.4 a. Hire Fee £.....

b. Deposit £.....

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

To Pay by BACS – Sort Code: 40-22-19 Account No: 91834304 Payee: Ancaster Parish Council

c. Balance £.....

d. Special Deposit £.....

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, all items of litter have been properly bagged according to whether it is recyclable, or land fill and left in a tidy condition and/or contents nor complaints made to the Parish Council about noise or other disturbance during the period of the hiring.

e. Balance £.....

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

f. Commercial Use YES / NO (delete as appropriate)

1.5 Premises

(a) Whole of the Hall

(b) If Part please specify

(c) Storage of Equipment

1.6 Purpose/Description of Hiring

.....

Type of event PUBLIC/PRIVATE (delete as appropriate)

1.7 Is food (other than biscuits/cakes to be provided at the event?

YES/NO (delete as appropriate)

2. The Parish 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.

| | |
|--|--------|
| (a) Performance of Plays | YES/NO |
| (b) Exhibition of Films | YES/NO |
| (c) Indoor Sporting Events | YES/NO |
| (d) Boxing or Wrestling | YES/NO |
| (e) Performance of live music | YES/NO |
| (f) Playing of recorded music | YES/NO |
| (g) Performance of dance | YES/NO |
| (h) Provision of hot food/drink after 11pm | YES/NO |
| (i) Sale of Alcohol | YES/NO |

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

If the answer is yes you will need to seek to obtain agreement with a local publican to supply and sell alcohol for your event, or for a Temporary Events Notice to be given for the event.

Name

Address

.....

2.1 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.

2.2 In order to hold a licensable activity not covered by the Parish Hall Premises Licence a Temporary Event Notice will need to be given to the Licensing Authority. The Hirer shall obtain permission from the Booking Clerk before making any applications to the Licensing Authority as there is a limit on the number of Temporary Event Notices which can be granted each year.

2.3 The Hirer agrees to be present during the period of hiring and to comply fully with this Hiring Agreement.

2.4 It is hereby agreed that the Standard Conditions of Hire attached shall form part of the terms of this Hiring Agreement.

3. Signature of Authorised Representative, Parish Hall (1.2b)

.....

Print Name

4. Signature of Hirer (1.3a)

.....

Print Name