

Norton Canon Village Hall Hiring Agreement

DATED

- PARTIES**
- (1) *The Village Hall named in clause 3.1 acting by its management committee.*
 - (2) *The person or organisation named in clause 3.2.*

AGREED as follows:

1. In consideration of the hire fee described in clause 4, we agree to permit you to use Norton Canon Village Hall for the purpose described in clause 5 for the period(s) described in clause 2. This is a PRIVATE EVENT (not open to the public). This Agreement includes the Conditions of Hire provided to you and available on the website www.ncvh.uk

2. **Date required:**

Time required (Hours)

From

3.1 **Village Hall**

(a) Registered Charity No 520974

(b) Authorised Representative Ruth Lovelace

Address Pool Cottage, Norton Canon, Hereford, HR4 7BP

Telephone Number 01544 318530 mobile 07951 743043

3.2 **Hirer:**

(a) Name

(b) Organisation (if any)

Address, Telephone Numbers & Email

4 **Hire Fee**

Hire Fee £

Deposit £

You must pay as a deposit at least one third of the cost of the booking at the time you sign this Agreement. You must pay the balance of the booking fee on or before the start of the event for which you hire the premises.

Cheques should be made payable to Norton Canon Village Hall Fund;

for BACS payments use sort code 30-94-99 account number 00063869

Balance £

5 **Purpose/description of hiring:**

6. You agree not to exceed the maximum permitted number of people including the organisers/performers **which is 100 people**
7. The hall is not licensed for the sale of alcohol. If alcohol is to be sold (for example by a licensed premises providing an outside bar), you must give us notice of this, and you must apply for a TEN (Temporary Event Notice) to the Local Authority.
8. If there will be a bouncy castle at your event, please be aware that any claims arising from its use will not be covered by the village hall insurance policy so you would need to check that the supplier of the equipment has their own appropriate insurance in place.
9. You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.
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.

Signed by the person named at 3.1 above, duly authorised, on behalf of the Village Hall.

Signed by the person named at 3.2(a) above duly authorised, on behalf of the organisation named at 3.2(b) above, where applicable.

This form, together with Conditions of Hire, are available on our website www.ncvh.uk