

## High Halden War Memorial Hall – Hire Agreement

### PARTIES

- (1) The Village Hall named in clause 2.2 acting by its management committee.
- (2) The person or organisation named in clause 2.3.

### AGREED as follows:

1. Throughout this Agreement the Village Hall named in clause 2.2 is referred to as 'we', 'our' is to be construed accordingly and 'we' and 'us' mean and include the Village Hall's charity trustee and authorised representatives. The person or organisation names in clause 2.3 is referred to as 'you'; and 'your' is to be construed accordingly; 'you' also includes the members of your management committee (if appropriate), your employees, volunteers, agents and invitees. Where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Hall Secretary or, if the Hall Secretary is not available, any of our charity trustees.
2. In consideration of the hire fee described in clause 2.4, we agree to permit you to use the premises described in clause 2.5 for the period(s) described in clause 2.1.

#### 2.1 Date Required

|       |  |
|-------|--|
| Date  |  |
| Times |  |

#### 2.2 High Halden War Memorial Hall

|   |   |
|---|---|
| Registered Charity Number                 | 213310  |
| Authorised Representative                 | Charlotte Donaldson, Bookings Secretary   |
| Authorised Representative Contact Details | <a href="mailto:hhwmh.bookings@gmail.com">hhwmh.bookings@gmail.com</a> , 01233 743747 |

#### 2.3 Hirer

|                              |  |
|------------------------------|--|
| Name                         |  |
| Organisation (if applicable) |  |
| Address                      |  |
| Contact Telephone Number     |  |
| Email Address                |  |

#### 2.4 Hire Fees

|                  |  |
|------------------|--|
| Hire Fee         |  |
| Booking Deposit  |  |
| Security Deposit |  |

You must pay the booking deposit by bank transfer at the time you sign this Agreement to secure the booking (see bank details listed below). The security deposit is to be paid by bank transfer 7-10 days prior to the event commencing, along with any outstanding hire fees.

|                 |          |
|-----------------|----------|
| Name of Account | HHWMH    |
| Sort Code       | 60-21-20 |
| Account Number  | 59083069 |

We will refund your security deposit within 7-10 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents, nor complaints

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made to us about noise or other disturbances during the period of the hiring as a result of the hiring. Please provide your bank details below in order for us to make this transfer.

|                |  |
|----------------|--|
| Account Name   |  |
| Sort Code      |  |
| Account Number |  |

### 2.5 Description of Hire

|  |          |
|--|----------|
| Purpose of hire  |          |
| Is this a commercial hire?                             | Yes / No |
| Will tickets be sold for your event?                   | Yes / No |
| Is food to be provided at your event?                  | Yes / No |
| Is alcohol to be provided or sold at your event?       | Yes / No |
| Will there be exhibition of a film?                    | Yes / No |
| Will live music be performed or recorded music played? | Yes / No |

3. You may not exceed the maximum permitted number of people including organisers/performances
  - 80 maximum number of people, including children for seated events e.g., quizzes, meals, films, talks
  - 120 maximum number of people, including children for dances, discos, parties
  
4. The hall has a licence
  - with the Performing Rights Society (PRS) for the performance of copyright music
  - from Phonographic Performance Licence (PPL)

Copies of these licences are displayed on the notice board in the village hall and on the High Halden War Memorial Hall website.
  
5. You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.
  
6. We and you hereby agree that these Conditions of Hire, together with any additional conditions imposed under the Premises Licence or that we deem necessary, form part of the terms of this Agreement unless we and you agree in writing.
  
7. None of the provisions of this Hire of 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 2.2 (b) duly authorised, on behalf of the Village Hall   |  |
| Signed by the person named at 2.3 (a) above or at 2.3 (c) above, duly authorised, on behalf of the organisation names at 2.3 (b), where applicable |  |
| Date   |  |