

## Wrelton Village Hall - Hiring Agreement and Standard Conditions of use

### Definitions

For the purposes of this agreement and the conditions of hire, the term “Hirer” shall mean an individual hirer or, where the “Hirer” is an organisation that organisation. “Premises” means those parts of the Village Hall stated on the Booking form being those subject to this hire agreement. “Booking” means the contract between the Hirer and Wrelton Village Hall Committee as detailed and on the terms of this agreement (“the Booking Form” of which these conditions form part). “Period” means the time or times reserved under these conditions and “the Function” means that described and authorised by the Booking. If the Hirer is in any doubt as to the meaning of any of the following, the booking clerk for the Village Hall should be consulted as soon as possible.

### Finish Times

All Functions must end at 11.00 pm, unless by prior written agreement of Wrelton Village Hall Committee

### Sale of Alcohol

The Hirer must apply for a licence from Ryedale District Council. The application is for a Temporary Event Notice (TEN) and can be obtained on-line from Ryedale District Council’s web site. The cost is currently £21 per notice. However as the Village Hall can only apply for a limited number of licenses each year this must be done with the agreement of the Bookings Clerk

### Permitted Number

The Hirer agrees not to exceed the maximum permitted number of people is 65 sitting or 80 standing

### Age

The Hirer confirms that he or she is not a person under 18 years of age and hereby accepts responsibility for being in charge of and present on the Premises at all times when the public are present and for ensuring that all terms and conditions of this Agreement are complied with.

### Damage

All damage to the village hall or breakages must be reported to the booking clerk for the Village Hall and the Hirer shall make good or pay for all damage ( including accidental damage) to the Premises or to the fixtures, fittings and contents and for loss of contents.

### Public safety

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, any Licensing Authority, the Hall’s Fire Risk Assessment ( copy of which is on the Village Hall notice board and on the website)

The Hirer acknowledges that they have read the Village Hall’s fire procedure (online)

### Insurance

The Hirer should read the Village Hall insurance document (online) and make sure the event is fully covered by their own insurance where necessary.

### Heating

Instruction as to the regulation of the central heating are displayed in the hallway. The Hirer needs to read and comply with these instructions. Failure to do so may result in an extra charge. The Hirer shall ensure that no unauthorised heating appliances shall be used on the Premises.

#### Animals

The Hirer shall ensure that no animals (including birds) except assistance dogs are brought into the Premises, unless agreed to by the Village Hall Committee. No animals whatsoever are to enter the kitchen at any time.

#### End of hire

The Hirer shall be responsible for leaving the Premises and surrounding area in a clean and tidy condition, properly locked and secured (unless directed otherwise) with the key returned to the safe box and the code scrambled. Any contents temporarily removed from their usual positions properly replaced. Rubbish should be placed in a bin liner and placed in the green wheelie bin to the rear of the building.

#### Stored equipment

The Village Hall Committee shall not be liable for any stored equipment or other property brought on to or left at the Premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring.

#### Use of Village Hall Area and Equipment

Tables and Chairs: tables and chairs are available for use. The Hirer is responsible for putting out what is needed and putting them away in a clean state after use. Chairs must be stacked to a maximum of 5 and must not be stacked where they might block fire exits.

Kitchen Utensils: Any crockery, cutlery and glassware in the kitchen is available for use by the Hirer. The kitchen should be left in a clean and tidy state with all crockery , cutlery and glassware returned to the correct cupboard/ drawer.

Tea towels and tablecloths: tea towels and tablecloths are for use at Village Hall functions only. Hirers are requested to supply their own. However should the Village Hall cloths be used in emergency, the Hirer should inform the bookings clerk, launder the towels and return them to the bookings clerk or the hall within a week of the event.

Fridge: the fridge should be left empty and in a clean state and left switched on.

The kitchen should not be used by anyone under the age of 13

The stage area is out of bounds and not available for use unless by prior written agreement from the Bookings Clerk

Please show courtesy to neighbours by parking considerately and leaving quietly.

WRELTON VILLAGE HALL, - BOOKING FORM FOR REGULAR USERS

( to be completed annually)

Booking enquiries should be raised with the Booking clerk:- 07715256727/ email:  
wrelton.villagehall@gmail.com

DAY OF FUNCTION:

FUNCTION TYPE:

START DATE:

TIME OF FUNCTION:FROM.....TO.....

NUMBER OF PEOPLE EXPECTED TO ATTEND .....

END DATE ( if known)

NAME of HIRER:

ORGANISATION ( if applicable):

CONTACT TELEPHONE NUMBER:

ADDRESS:

I AM OVER 18 YEARS OF AGE AND HEREBY PERSONALLY ACCEPT RESPONSIBILITY  
FOR BEING IN CHARGE AND CONFIRM THAT I WILL BE ON THE PREMISES AT ALL TIMES  
DURING THE PERIOD OF TIME OF THIS HIRE AND WHEN THE PUBLIC ARE PRESENT  
AND FOR ENSURING THAT ALL CONDITIONS ARE MET.

I confirm I have seen a copy of the Wrelton Village Hall Hiring Agreement and Standard  
Conditions of Hire for Occasional Users” and fully understand and accept the conditions  
contained therein including Fire Regulations

Signature..... Date.....

This page forms part of the Hiring Agreement and Standard Conditions

WRELTON VILLAGE HALL, - BOOKING FORM FOR OCCASIONAL USERS  
Booking enquiries should be raised with the Booking clerk:- 07715256727/ email:  
wrelton.villagehall@gmail.com

DATE

FUNCTION TYPE

TIME OF FUNCTION:FROM.....TO.....

NUMBER OF PEOPLE EXPECTED TO ATTEND .....

NAME of HIRER:

ORGANISATION ( if applicable):

CONTACT TELEPHONE NUMBER:

ADDRESS:

I AM OVER 18 YEARS OF AGE AND HEREBY PERSONALLY ACCEPT RESPONSIBILITY  
FOR BEING IN CHARGE AND CONFIRM THAT I WILL BE ON THE PREMISES AT ALL TIMES  
DURING THE PERIOD OF TIME OF THIS HIRE AND WHEN THE PUBLIC ARE PRESENT  
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