

Whaddon Village Hall – Letting Agreement

Hirer's Name _____	Organisation _____																								
Address _____ _____ _____ Telephone _____																									
Type of Function _____ Maximum permitted number: 88 for dancing, 100 seated (Fire Regulations)																									
Period of Hire: Dates: _____ _____ Hours: _____																									
Collection and return of keys to be arranged with the Letting Officer, Wendy Paton, 108 Church Street, Whaddon. Telephone 01223 207703																									
LICENSED BAR YES/NO (Delete as appropriate) If the bar is not provided by a Public House you may need to apply for a temporary licence.																									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Fees</td> <td style="width: 30%;"></td> <td style="width: 10%;"></td> <td style="width: 30%;"></td> </tr> <tr> <td>Hiring Fee</td> <td>£</td> <td></td> <td></td> </tr> <tr> <td>Additional Fee</td> <td>£</td> <td></td> <td></td> </tr> <tr> <td>Deposit (for all parties)</td> <td>£</td> <td></td> <td>(will be returned after satisfactory inspection)</td> </tr> <tr> <td>Total Due</td> <td>£</td> <td></td> <td>PRIOR TO COLLECTION OF KEYS</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;">Cheque made payable to WHADDON VILLAGE HALL</td> </tr> </table>		Fees				Hiring Fee	£			Additional Fee	£			Deposit (for all parties)	£		(will be returned after satisfactory inspection)	Total Due	£		PRIOR TO COLLECTION OF KEYS				Cheque made payable to WHADDON VILLAGE HALL
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IMPORTANT																									
<p>The cost of repair for any damage done to any part of the Hall including the surroundings or the contents of the buildings during or as a result of the Hire will be charge for.</p> <p>Noise or nuisance late at night will incur a lost deposit.</p> <p>The Hirer agrees to leave the Hall in a clean and tidy condition. Tables moved and chairs stacked in the alcove. Hall and annex swept, kitchen clean, spills mopped, bins empty, rubbish removed from the premises. Extra cleaning will be charged for or deducted from the deposit. Losses and breakages will be deducted from the deposit.</p>																									
<p>I have noted the above and have read the Conditions overleaf. I agree to abide by the terms.</p> <p>SIGNATURE OF HIRER _____ DATE _____</p> <p>Thank you for hiring Whaddon Village Hall. We wish your function every success.</p> <p>(signed on behalf of Whaddon Village Hall) NAME _____ DATE _____</p>																									

Whaddon Village Hall – Conditions of Hire

General

The Hirer will during the period of hire, be responsible for:

The supervision of the Hall, the fabric and contents, their care and safety from damage.

See that the permitted number shall not exceed 88 for dancing, 100 seated; the behaviour of all persons using the premises; ensuring there is adult supervision for all children's and teenage parties

The supervision of car parking arrangements so as to avoid damage to the grass or obstruction of the basket-ball court during hours after school and holidays.

The Hirer shall indemnify the Committee for the cost of repair for any damage done to any part of the Hall including the surrounding or the contents of the buildings during or as a result to the Hire.

The Hirer shall not sub-let or use the Hall for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof.

The Committee is not responsible for loss or damage to any property, or to any vehicle of the Hirer or user or any person attending the Hall, as a result of this hire.

The Committee, at its sole discretion may refuse, cancel or curtail lettings.

Fire

The Hirer must note position of the fire extinguishers and fire exits. Fire exits must be kept clear and a one metre gangway must be left leading to the fire exits.

Alcohol and Entertainment

The Hirer must ensure that all necessary licences have been obtained for the sale of alcohol and the performance of regulated entertainment, and abide by the times stated therein.

Disturbance

Do not disturb those living close to the Hall. Keep disco volumes moderate and do not permit guests to cause any sort of disturbance in the area, either during or after functions. The police may be called if the disturbance is considerable or persist after the time indicated below.

It is the Hirer's responsibility to call the police if there is a disturbance. The Cambridgeshire Constabulary contact number is 0345 4564564; only in the case of an emergency dial 999.

End of Hire

Functions must finish by 11.45pm. The Hall must be empty and cleaned up half an hour after the end of the hire period.

Guests must vacate the hall and car park 15 minutes after this – only the Hirer and helpers may remain.

The Hall must be left clean. If the Hall is not left clean, there will be a charge for cleaning.

All waste must be bagged and bags removed from the premises and not left in the bins outside.

Check that all lights and heaters are switched off, including the emersion heater in the kitchen. Leave the Hall as found, windows closed, curtains opened, chairs and table stacked in the alcove. Please lock outside doors and return keys as arranged with the Letting Officer.

Smoking

A No Smoking policy has been adopted for the Hall.