

# Hire Agreement

West Wrating Village Hall, 79 High Street, West Wrating Cambridge CB21 5LU

Hirer name and address:		Telephone number:	
		E-mail:	
		Date(s)	
Type of function		Day of week	
Start time		Time needed to set up?	
Finish time		Time needed to clear up?	
Approximate no. of people		Hot water	
Hall		Heating	
Committee room/Bar		Tables (type and number)	
Kitchen		Chairs (number)	
Stage facilities		Crockery (type & numbers)	
Sound system		Silverware (type & numbers)	
Audio Loop		Urn	
Other (please detail)		Electric Kettle	

Will alcoholic drink be offered for sale?	Yes	No
Temporary Event Notice seen, if required. (See overleaf)	Yes	Date

For hirer undertaking <i>Regulated Activities</i> involving children or vulnerable adults – evidence of checks and registrations in place	Yes	Date
For organisations working with children or anyone having unsupervised contact with children – evidence of appropriate safeguarding policies, procedures and checks in place	Yes	Date

I hereby apply to use the accommodation and facilities as stated.  
 I am 21 years old or over and have read and agreed the terms and conditions.

Signature of hirer/agent..... Date.....

Amount of deposit required:	Date deposit received:	Date deposit returned:
Hire fee amount:	Date fee paid:	
Booking entered on website:		

Signature of Trustee:.....

*Payment by cash or cheque. Cheques to be made payable to West Wrating Village Hall.*

Account : West Wrating Village Hall Committee Reg Charity No273557

Sort Code 09 01 54 : a/c No 10362905  
**Terms and Conditions for the Hire of West Wrattling Village Hall dated 26/04/2024**

**General**

1. The Trustees retain the right to refuse any application for the hire of the hall. No sub-letting is allowed.
2. The appropriate hiring fee must be paid in advance, or as otherwise agreed. A deposit may be required with each booking, against cancellation, damage, or misuse. The Trustees reserve the right to alter charges at any time.
3. Persons under 21 years of age cannot make bookings. A responsible adult is required in the case of parties for children and young persons under the age of 18 years and must remain on the premises throughout the event.
4. The hirer is responsible for:
  - The proper and orderly use of the hall
  - The full cost of repair/replacement of anything damaged or lost.
5. Any damage, breakage, loss or defect must be demonstrated to the Booking Officer as soon as possible.
6. The hirer uses the hall at his or her own risk. The hirer is to take out their own insurance to cover any personal injury or damage to their property if it would be deemed to be reasonable and prudent to do so. The Trustees cannot be held responsible for any loss or damage to any property of the hirer.
7. Nothing is to be affixed to the walls, ceiling or any other surface without prior approval of the bookings Officer
8. The premises must be vacated by midnight with the exception of Christmas and New Year's Eves when they must be vacated by 2am.
9. All music, amplified or not, must be kept at a reasonable level throughout the hire so as not to cause a disturbance. A District Council sound control is installed. The hirer is responsible for making random checks outside the premises to ensure a disturbance is not being caused.
10. All doors and windows must be kept closed during any noisy event, except for access and egress.
11. The hirer must ensure that all vehicles are parked so that public footpaths are not obstructed and residents have access to and from their properties.

**Internet access via Wi-Fi, TV Content**

1. There is free access to the Internet via Wi-Fi. All users of this service must ensure that, when applicable, they hold **their own TV License**, please see <https://www.tvlicensing.co.uk/> for more information. The Hall **does not have** a TV License.

**On leaving the hall**

1. See Insurance notice by main door
2. The hirer is responsible for leaving the hall clean and tidy and for reporting any damage or problems as soon as possible.
3. All rubbish must be placed in the appropriate bins outside the back door.
4. All furniture must be replaced in its correct position on stage (or as otherwise agreed). Chairs and tables must not be dragged across the hall floor.
5. The hirer must ensure users leave in a quiet and orderly fashion so as not to cause disturbance

**Fire Regulations and Evacuation Procedures**

1. All fire exits must remain free from obstruction
2. All exit doors must remain unlocked during events
3. The maximum number of people permitted in the hall is 100 or as agreed
4. Electrical equipment brought into the hall approved by the Booking Officer must conform with current regulations
5. In the event of fire evacuate the hall, raise the alarm, call 999 and check everyone is accounted for at the bus stop

**Sale of alcohol**

1. Alcohol may only be sold in accordance with the Premises Licence or a valid Temporary Event Notice if the days and function times fall outside the scope of the Premises Licence.
2. Any Temporary Event Notices must be agreed by the Trustees and the original notice must be presented to the booking Officer, as proof, at least five days prior to the event.

**Safeguarding**

West Wrattling Village Hall Committee will follow the principles set out in its **Vulnerable adult and child protection policy**, a copy of which can be seen online or supplied as hard copy.

1. We will need to be satisfied that any organisation hiring out the hall for 'regulated activities' has the necessary checks and registrations in place. 'Regulated activities' are those activities which involve contact with children or vulnerable

adults, on a frequent and/or overnight basis. These could be paid or voluntary activities and will include all childcare providers, youth groups etc.

2. When hiring out the hall to organisations working with children, we will need to be satisfied that the hirer/day-care provider has the relevant policies and procedures and checks in place for keeping children safe. Anyone having unsupervised contact with children should have had the appropriate checks ie an enhanced CRB check and from November 2010, ISA registration status for all new employees.