

Teynham Community Hall Hiring Agreement

AGREED as follows:

1. The Community Hall Committee, *hereafter called the Committee*, agrees to permit the Hirer to use Teynham Community Hall for the hire fee described in clause 1.4 for the purpose described in clause 1.6.1 for the period specified in clause 1.1. The details inserted in sub-clauses below and the answers to the questions are the terms of this agreement.

1.1 Date required:

Day	<input type="text"/>	Month	<input type="text"/>	Year	<input type="text"/>
Time required (Hours)	<input type="text"/>	From	<input type="text"/>	To	<input type="text"/>

This is the period that you intend to occupy the Hall, including setting up time etc.

Heating, if required, to be switched on from:

1.2 Teynham Community Hall Committee

(a) Authorised Representative:	Clerk to the Parish Council
(b) Address:	251 London Road, Sittingbourne, Kent, ME10 1PW
Telephone Number:	01795 487063 (Weekdays ONLY from 10.00am to 2.00pm)

1.3 Hirer

(a)	Name or Name of Organisation's Authorised Representative:		
(b)	Organisation:		
	Contact Address:		
	Contact Telephone Number(s):		
What are you?	Commercial	Private Hire	Parish Organisation
✓ as appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1.4 Hire Fee for the Hall, including PRS music licence surcharge (if applicable). See paragraph 1.6.2:

£

Deposit: The Hirer shall pay at least one third of the cost of the booking as a deposit or £10 whichever is the greater. The balance of fees shall be payable before the event for which the premises are hired (the deposit having been paid on the signing hereof).

If the Hirer cancels the booking 31 days or more before the event is due to take place, the hirer will be refunded the deposit less £10 administration fee. If cancellation occurs within 30 days or less, no deposit will be refunded.

Deposit:

£

A special deposit of £50 will be payable at the same time as the balance, before the event. This will be refunded within 28 days of the period of hire provided that no damage or loss has been caused to the premises and/or its contents and, after the hire, all the hirer's rubbish has been removed from the premises and the premises and equipment used is left in a clean and tidy condition requiring no extra maintenance. Any expenses incurred to restore order following the period of hire will also be deducted from the special deposit held. Should the damage and/or expense exceed the special deposit held the hirer will be held responsible for the total costs. Failure to comply will result in action through the courts to recover all costs incurred.

Special Deposit:

£50.00

Balance to be paid, including Special Deposit

£

This is payable before the event for which the premises are being hired (the deposit having been paid on the signing hereof).

- Cheques are to be made payable to: **TPC/Teynham Community Hall**

BACS transfer may be made to:-

- NatWest Bank, Sort Code 56-00-51, Account number 32558546

1.6 Purpose/description of hiring

Bookings will not be taken for Birthday Parties or Celebrations for 16 to 18 year olds unless the Committee can be satisfied that they form a part of a larger (adult) Family Party/Celebration with measures in place to prevent uninvited guests. In addition, the Committee needs to be satisfied that adequate measures will be put in place to prevent disturbances and to control underage and/or the excessive consumption of alcohol. The measures to be put in place are to be documented and agreed. The use of the Hall's Designated Premises Supervisor will satisfy the additional two requirements.

1.6.1 Our Event is:

1.6.2 The Hall has a licence with the Performing Rights Society for the performance of copyright music. Functions where an entrance or attendance fee is charged are defined as a Public Event. Where music is played at these events a PRS Licence surcharge of £1.00 per session is chargeable. Where there is a discothèque the surcharge is £5.00.

This Event	Is public	Is private	has music
✓ as appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. The Community Hall has a Premises Licence authorising regulated entertainment and licensable activities.

2.1 Will alcohol be available for sale at your event? Yes No

If you answer 'Yes' to the above question, **you** will need to make the arrangements for a bar to be provided by the Community Hall's Designated Premises Supervisor who can be contacted on **01795 436663** or email: **coldbeer@fsmail.net**.

2.2 Have the arrangements been made for a bar to be provided by the Community Hall's Designated Premises Supervisor? Yes No

2.3 Where a licensable activity is to be held in the premises beyond the normal hours of the Premises Licence, a Temporary Event Notice (TEN) will need to be given to the licensing authority. Written consent is to be obtained from the Committee before giving the licensing authority a TEN as there is a limit on the number of TENs which can be granted.

3. The Hirer agrees to be present during the hiring period and to fully comply with this Hiring Agreement.
4. The Hirer agrees that a member of the Committee may be present during the hiring period to ensure full compliance with the Hiring Agreement.
5. The Standard Conditions of Hire, available upon request, form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing.
6. 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 Clerk to the Parish Council, duly authorised, on behalf of the Community Hall Committee:

Signed by the Hirer named at 1.3(a) above or, where applicable, by the duly authorised representative of the organisation named at 1.3(b) above:

Copies:

1. Hirer, for their retention.
2. Community Hall Committee, to be returned with Deposit.