

# HIRING AGREEMENT - KINNERLEY PARISH HALL – Registered Charity 522536 Kinnerley, Oswestry, Shropshire, SY108DB

<b>DATE OF AGREEMENT</b>	
<b>AGREEMENT BETWEEN:</b>	1. Kinnerley Parish Hall's acting by its management committee ("Parish Hall") and 2. As named in clause 1.3 ("Hirer").

**AGREED as follows:**

1. In consideration of the hire fee set out below in clause 1.4, the Parish Hall agrees to permit the Hirer to use the premises described in clause 1.5 for the purpose described in clause 1.6 for the period(s) described in clause 1. The details inserted in sub-clauses 1.1 to 1.6 below and the answers to the questions clause 2 are terms of this agreement. The Hiring Agreement includes the annexed Standard Conditions of Hire and Special Conditions of Hire.

**1.1 Date(s) required:**

Date/s:			
Time/s required:	From:	To:	<i><b>Include preparation and clearing up time</b></i>

**1.2 Parish Hall**

(a) Registered Charity No	522536
(b) Authorised Representative	Polly Thomas - Booking Secretary
Address	Kinnerley Parish Hall, c/o 1 Penteg, Kinnerley, Oswestry, SY10 8EL
Telephone Number/Email	07738 8340106 Email: kinnerleyparishhall@gmail.com

**1.3. Hirer:**

(a) Name	
(b) Organisation	
(c) Name of Organisation's Authorised Representative	
Address	
Contact Telephone Numbers and email address	

**1.4 Hire Fee** - Hire Fees are payable before the date of the event for which the premises are hired unless an alternative agreement is made.

Hire Fee	£
Deposit	£
Balance	£
Special Deposit (if requested), otherwise state N/A	£
Balance	£

Commercial Use? Yes/No

## 1.5 Premises

I will require the use of the following facilities:

Main Hall	Yes/No
Committee Room	Yes/No
Kitchen	Yes/No
Bar	Yes/No

## 1.6 Purpose/description of hiring

Will tickets be sold for your event? Yes/No

Is food to be provided at the event? Yes/No

Please state whether the event is a: public/private event (please delete as appropriate)

**N.B.** The Committee reserves the right to request a deposit of at least one third of the hiring fee to be paid at the time of the agreement to secure the booking, the **balance being payable before the event for which the Premises are hired.** The Committee also reserves the right to request a Special Deposit of a maximum of £100. The Special Cash Deposit will be refunded within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the Premises and/or its contents or complaints made to the Committee about noise or other disturbance as a result of the hiring. **£30 will be retained for cleaning if the hall is not returned in the condition that it was handed over to the Hirer.**

## LICENSED ACTIVITIES.

### Premises Licence

2. The Parish Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. Please confirm which licensable activities will take place at your event:

Activity	The hall is licensed for	Times for which the activity is licensed	Indicate activities to take place at your event
a. The performance of plays	Yes	14.00-22.30	
b. The exhibition of films	Yes	Thurs & Fri: 19.00-22.30 & Sat: 14.00-18.00	
c. Indoor sporting events (No ball Games)	No	N/A	
d. Boxing or wrestling entertainment	No	N/A	
e. The performance of live music	Yes	Mon-Sat: 11.00-01.00 & Sun: 12.00-23.00	
f. The playing of recorded music	Yes	Mon-Sat: 11.00-01.00 & Sun: 12.00-23.00	
g. The performance of dance	Yes	Mon-Sat: 11.00-01.00 & Sun: 12.00-23.00	
h. Entertainments similar to those in a – g	Yes	Mon-Sat: 11.00-01.00 & Sun: 12.00-23.00	
i. Making music	Yes	Mon-Sat: 11.00-01.00 & Sun: 12.00-23.00	
j. Dancing	Yes	Mon-Sat: 11.00-01.00 & Sun: 12.00-23.00	
k. Entertainment similar to those in i – j	Yes	Mon-Sat: 11.00-01.00 & Sun: 12.00-23.00	
l. The provision of hot food/drink after 11pm	No	N/A	
m. The sale of alcohol	Yes	Thurs: 18.30-23.00, Fri: 18.30-00.30, Sat: 12.00-00.30, Sun 12.00-18.00	

- 2.1 Where a licensable activity will take place, the hirer hereby acknowledges having read a copy of the conditions of the Premises Licence and/or operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agrees to comply with all obligations therein.
- 2.2 Have you indicated at 2 (m) that alcohol will be available at your event?

**If you answer yes to the above question, you will need to seek written permission from the management committee**

- 2.3 The hirer agrees not to exceed the maximum permitted number of people within the hall including the organisers/performers.

**Main Room & Committee Room - 150**

- 2.4 The hall has a licence with the Performing Right Society for the performance of copyright music.
- 2.5 In order to hold a licensable activity on the premises or on part of the premises not covered by the hall's Premises Licence a Temporary Event Notice (TEN) will need to be given to the licensing authority. The Hirer shall obtain the written consent of the management committee on the form provided for this purpose before giving the licensing authority a TEN. Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENS which can be granted annually for any premises. Lack of co-operation could affect future fundraising by the hall management committee and local voluntary organisations.
3. The Hirer agrees with the Parish hall to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.
4. It is hereby agreed that the Standard Conditions of Hire together with any additional conditions imposed under the Premises Licence (see clause 2.3) or that the Parish hall management committee deem necessary shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Parish Hall and the Hirer.
5. 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.

As Witness the hands of the parties hereto:

Signed by the person named at 1.2(b) above, duly authorised, on behalf of the Parish Hall's Management Committee

Signed by the person named at 1.3(a) above or at 1.3(c) above, duly authorised, on behalf of the organisation named at 1.3(b) above, where applicable

*Please note that signatures do not need to be witnessed.*

**Please return completed form to Kinnerley Parish Hall, Booking Secretary by email – [kinnerleyparishhall@gmail.com](mailto:kinnerleyparishhall@gmail.com) or by post to c/o 1 Penteg, Kinnerley, Oswestry, SY10 8EL**