

Robinson Hall Lolworth

Hiring Agreement

Parties:

1. Robinson Hall Lolworth a charitable incorporated organisation and registered charity with Number 1200352 acting by two of its charity trustees ("**The Village Hall**").
2. The person or organisation named in clause 2.2

Agreed as follows:

1. Throughout this Agreement:
 - 1.1. the Village Hall is referred to as "we" and "our" is to be construed accordingly ;
 - 1.2. the person or organisation named in clause 2.2 is referred to as "you" and "your" is to be construed accordingly;
 - 1.3. where you must obtain our consent, tell us about something or give us something, you must speak to and seek consent from the Village Hall Bookings Secretary or, if the Village Hall Bookings Secretary is not available, any of our charity trustees.
2. For the hire fees referred to in clause 2.3 we agree to permit you to use Robinson Hall Lolworth ("**the premises** ") for the purposes described in clause 2.4 for the period(s) described in clause 2.1 The details inserted in and the answers to questions in sub-clauses 2.1, 2.2, 2.3 and 2.4 are terms of this Agreement. This Agreement incorporates the Standard Conditions of Hire provided with this Agreement and available on Lolworth Village website (www.lolworthvillage.com) . If there is any conflict between the terms of this Agreement and the Standard Conditions of Hire, the terms of this Agreement take precedence.

2.1. Dates/Time required

Date(s) :

Time: Tick boxes below as required:

Morning [] 8.00 am to 1.00pm

Afternoon.....[] 1.00pm to 6.00pm

Evening.....[] 6.00pm to 12. Midnight

2.2 Hirer

Name of Organisation (if appropriate):

Name of Organisation's authorised representative or name of private hirer:

Address :

Telephone Number:

Email:

2.3 Hire Fees

Please indicate your booking by entering the appropriate fees in the blank column

	General Hire	Parish Hire	What is included	Your Booking
Main Hall	£60	£45	Tables, Chairs & Crockery	
Crockery	£10	£10		
Chairs	£15	£15		
Tables	£15	£15		
Event Shelter	£60	£40		
Marquee 20'x 40'	£550	£400		

To qualify for the Parish Hire rate, an individual, hiring for a private, family or social event must be a resident of Lolworth.

Note that an additional charge may be made if you fail to return the heating thermostat to 12°C at the end of the hire period.

The Village Hall's charity trustees are bound to ensure that the Village Hall is administered in accordance with its constitution. Accordingly we are bound to preserve and hereby reserve the right to terminate this Agreement by not less than seven days' notice to you in the event that the premises are required on same date/time for the fulfilment of the Village Hall's charitable purposes.

In that event we will refund to you all monies paid by you to us but we will not be liable to make any further payment to you in respect of expenses, costs or losses incurred directly or indirectly by you in relation to the termination.

Payment: Cheques should be made payable to **Robinson Hall Lolworth.**

Alternatively payment may be made by bank transfer to Lloyds Bank plc

Account Name – Robinson Hall Lolworth

Sort code 30 99 50

Account no. 51469260

All payments are to be made on signing this Agreement.

2.4 Purpose/Description of hiring

Provide a brief description of the purpose of hire e.g. "*children's party*"

Will tickets be sold for your event? Yes/No

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

Is alcohol to be provided/consumed/sold at the event? Yes/No

Will any film be shown? Yes/No

Will live music be performed or recorded music played? Yes/No

Will the fridge in kitchen be required? Yes/No

3. Permitted numbers

You agree not to exceed the maximum permitted number of people in the premises which is **50**

4. Licences

4.1 The Village Hall does not have a Premises Licence which would authorise the following activities:

- Sale of alcohol
- Exhibition of films
- Performance of live music
- Playing of recorded music

4.2 **Sale of alcohol** - Provided that your event is a private party and no money is paid for the supply of alcohol and no tickets are sold you will be able to hold your event provided that you have our consent which is hereby given. If alcohol is to be supplied and paid for or tickets are sold this will

be illegal unless you obtain a Temporary Event Notice (TEN) from South Cambridgeshire District Council and pay the prescribed fee. Before applying for a TEN you must notify us in writing of your wish to apply and you may not submit the application until we have given our written consent. This is because the number of TENs that are permitted to be issued for any premises in a single year is strictly limited.

4.3 Exhibition of Films – no licence is required for an exhibition of a film on the premises provided that :

- The event is not for profit
- The film is shown between 08.00 and 23.00 on any day
- The audience does not exceed 500
- You have our consent which is given by Condition 6 of the Standard Conditions of Hire

4.4 Performance of Live Music – no licence is required for the performance of unamplified or amplified live music on the premises provided that:

- The performance is between 08.00 and 23.00 on any day
- The audience does not exceed 500
- You have our consent which is given by Condition 5 of the Standard Conditions of Hire

4.5 Playing of Recorded Music – no licence is required the playing of recorded music on the premises provided that :

- The playing is between 08.00 and 23.00
- The audience does not exceed 500
- You have our consent which is given by Condition 5 of the Standard Conditions of Hire

5. Third Party Rights

None of the provisions of this Agreement is intended to or will operate so as 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 and Dated by a trustee of
The Village Hall duly authorised _____

Name of Trustee

Date _____

Signed and Dated by the person
named at clause 2.2, duly
authorised on behalf of the
organisation named at 2.2,
where applicable _____

Date _____