

## SHIPLAKE MEMORIAL HALL HIRE AGREEMENT

1. In consideration of the hire fee described in clause 1.6, the Shiplake Memorial Hall agrees to permit the Hirer to use the premises described in clause 1.3 for the purpose described in clause 1.4 for the period(s) described in clause 1.5. The details inserted in sub-clauses 1.1 to 1.7 below are terms of this agreement. This Hire Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.
- 1.1 Village Hall Management Committee: (a) SHIPLAKE MEMORIAL HALL (SMH)  
(b) Authorised Representative: .....  
Address: .....  
.....Telephone: .....
- 1.2 HIRER  
(a) Organisation: .....  
(b) Authorised Representative: .....  
Address: .....  
.....Telephone: .....
- 1.3 Premises: Whole of Hall: Yes / No  
Part of Hall only: namely .....
- 1.4 Purpose of Hire: .....
- 1.5 Period of Hire: Date(s) .....  
Hours: from ..... until .....  
Setting up: from ..... until .....
- 1.6 Hire Fee: ..... hours @ £..... per hour £ .....  
Setting up time: ..... hours @ £..... per hour £ .....  
Less 25% Deposit (non-refundable) £ .....  
Hire of China, Cutlery, etc. including washing-up  
..... place settings @ £ ..... each £ .....  
Balance payable on or before the commencement of the event for which the premises are hired (the deposit and special deposit having been paid on the signing hereof) £ .....
- 1.7 Special Deposit:  
This 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 contents nor complaints made to the Shiplake Memorial Hall about noise or other disturbance during the period of the hiring as a result of the hiring. £ .....
- 1.8 SUMMARY OF AMOUNT PAYABLE ON THE SIGNING OF THIS AGREEMENT
- |                                  |                |
|----------------------------------|----------------|
| 25% of Hire Fee (non-refundable) | £ .....        |
| Special Deposit                  | £ .....        |
| <u>Total Amount Due</u>          | <u>£ .....</u> |

Please make cheques payable to SHIPLAKE MEMORIAL HALL and send to the authorised representative as stated at 1.1(b) above.

- 2 The Shiplake Memorial Hall (SMH) 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	Indicate activities to take place at your event	Times for which the activities are licensed
a. The performance of plays	yes		0900 – 2400, except Fri night and Sat night and New Years Eve, when licensed hours are 0900 - 0100
b. The exhibition of films	no		
c. Indoor sporting events	no		
d. Boxing or wrestling entertainment	no		
e. The performance of live music	yes		
f. The playing of recorded music	yes		
g. The performance of dance	yes		
h. Not used	n/a		
i. Making music	yes		
j. Dancing	yes		
k. Entertainment similar to those in i – j	yes		
l. The provision of hot food/drink after 11pm	no		
m. The sale of alcohol	no		

- 2.1 In order to hold a licensable activity not covered by the SMH'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 SMH to be present (or 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 Special Conditions of Hire shall form part of the terms of this Hire Agreement unless specifically excluded by agreement in writing between the SMH 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 1.1(b)** above, duly authorised, on behalf of the Shiplake Memorial Hall's Management Committee

Date:

.....

**Signed by the person named at 1.2(b)** above, duly authorised, on behalf of the organisation named at 1.2(a) above, where applicable

Date:

.....