



LOTTERY FUNDED

# Peasmarsh Memorial Hall

## Single Booking - Hire Agreement



Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Hire Details

Purpose / intended use \_\_\_\_\_

Date \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

Total hours booked \_\_\_\_\_ Rate per hour £ \_\_\_\_\_

Total hire charge £ \_\_\_\_\_ payable at the time of booking

Payment by bank transfer is preferred for the hire charge but cash or cheque will be accepted

### Bank transfer details

Account: Peasmarsh Memorial Hall - Sort Code: 30-90-28 - Account No: 01970802

Ref: \_\_\_\_\_

Cheques payable to Peasmarsh Memorial Hall

If the hirer is under the age of 18 please give the name and address of the responsible person

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I agree to be the responsible person and will be always present during the hire period

Signed: \_\_\_\_\_

Please read carefully the TERMS AND CONDITIONS OF HIRE overleaf before signing this form

By ticking the box you are agreeing to the TERMS AND CONDITIONS OF HIRE

Signed Hirer: \_\_\_\_\_

The collection and return of keys and/or the unlocking of the hall to be mutually agreed with the hirer

Please return the signed form together with payment for the hire period

## PEASMARSH MEMORIAL HALL - TERMS AND CONDITIONS OF HIRE

1. **The Hirer** Shall be responsible for the safe care and avoidance from damage, however slight, of the fabric and contents of the building, behaviour of all persons using the premise and the supervision of car parking arrangements for the duration of the agreed hire period. Should any loss or damage occur to the building during the agreed hire period the hirer shall be responsible for the full cost of making good the damage or loss.
2. **Hirers Property** All property, including vehicles within the curtilage of the hall, belonging to hirers or users are brought onto the property entirely at **owner's risk** and the hall committee shall not be liable for any resulting damage or loss whatsoever
3. **General Conditions of Hire**
  - a. The hirer agrees to not sub-hire or allow the hall to be used for unlawful purpose or in an unlawful way, to respect the reasonable needs of others who may be using the Hall's facilities at the same time and to not publicise their event on the internet, social networking sites or similar.
  - b. Or carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the Hall without prior written agreement with the Hall Secretary or other Officer of the Committee.
  - c. Any breach of this condition will result in forfeiture of the hire fee and the hirer will be liable for any claims and proceedings from third parties that may arise from such a breach.
  - d. The committee reserves the right, without giving reason, to decline a booking or use of any equipment belonging to the hall and also reserves the right to cancel a booking in the event of the hall being required for use as a Polling Station, emergency refuge centre or any part thereof being rendered unfit for the use for which it had been hired, the committee shall not be liable to the hirer for any resulting loss or damage whatsoever other than a full refund of any hire fees already received
  - e. At the end of the agreed hire period the hirer must leave the premises and surrounding areas in a clean and tidy condition, properly locked and secured, unless otherwise directed, and any contents temporarily removed from their place be properly replaced
  - f. **The committee politely requests that all users of the hall respect the amenities of the village and also be mindful that noise, particularly late at night, is not appreciated by residents**
  - g. Fire regulations affecting the hall must be strictly adhered to. Fire extinguishers are available in the hall and a Fire Blanket in the kitchen. The maximum number of people allowed on the premises to accord with Fire Regulations is **100**. The emergency lighting of exits must be visible (exit signs may not be covered) while the hall is in use
  - h. The hall is not licensed for the sale of alcoholic drink and the hirer is responsible for ensuring that any licence(s) that may be required are obtained prior to the event taking place
  - i. There is **no refuse collection** from the hall and the hirer will be responsible for the removal of **all** refuse and rubbish at the end of the agreed hire period. The committee reserves the right to seek compensation for any costs incurred in the disposal of waste or additional cleaning should this be necessary
  - j. The kitchen may only be used for catering purposes and all utensils, work surfaces and crockery must be left in a clean and fit condition otherwise a charge may be made for cleaning. All hirers must supply their own tea towels etc and it should be noted that Rother District Council regulations forbid, for safety reasons, children in the kitchen and hirers should discourage children from entering the kitchen.
  - k. The hall is available for hire between **8.00am and 11.00pm** and must be **vacated no later than 11.30pm**.
  - l. Smoking is **NOT** permitted anywhere within the hall however smoking is permitted within the hall grounds and smokers are asked to use the receptacle adjacent to the main door for the disposal of cigarette ends
  - m. The hall holds a PRS (Performing Rights Society) music licence and hirers planning a disco are requested to keep all music at a reasonable level and cease it at **11pm prompt** - hirers are advised to liaise with the Hall Committee before booking a disco or DJ.
  - n. The lighting or use within the hall or grounds of fireworks, barbecues or other types of pyrotechnic device or the use or erection of bouncy castles or similar equipment is **strictly prohibited** for safety reasons and the terms of our insurance and any breach of this condition will result in the **cancellation of the hire and any fees paid will be forfeited**. The committee shall **not be liable** for any claims for injuries or damages, however caused, which may arise from the use of any of the above-mentioned items either within the hall or the hall grounds. The committee reserves the right, in addition to the retention of the full hire fee to take legal action to claim compensation for any damaged deemed to have been caused by their use.
  - o. The use of the hirer's personal electrical equipment (sound equipment for a party) is permitted but is entirely at the **owner's risk** and the hall committee accepts no responsibility for any loss or damaged to hirers equipment however caused. It should be noted that the hall is equipped with a modern RDC electrical circuit breaker which may be tripped resulting in a loss of power if a faulty appliance is connected to the power supply and that it may not be possible for power to be restored for the remaining period of hire
4. **Single Hire** If cancelled 7 days or more in advance of the hire date the forfeiture or repayment of the hire fee shall be at the discretion of the Committee.
5. **Regular Hire** The hire agreement may be terminated by either party by giving one month's notice and the committee reserves the right to terminate the hire agreement with immediate effect for a serious breach of these terms and conditions.