DENMEAD
WAR MEMORIAL HALL

HIRING AGREEMENT AND CONDITIONS OF HIRE

Details of hall user

Name		Tel No.	
Address			
		Postcode	
Email			
Billing address if different			

Details of Hire Period

Date hire starts		Time Required	From:	To:
Frequency (circle)	Weekly	Monthly	Other (add details)	
Day of Week		Approximate number attending		
Type of Function				
Nature of Hire (circle)	Commercial	Non-commercial	Charitable	

Storage Requirements (by prior agreement)

Item(s) to be stored		Area of storage required	
Storage charge	Per Week/Month (delete as appropriate)		£

Additional Requirements (Tick all that apply

Kitchen	Crockery	Tables	Chairs	Stage	Green Room

Cost of each session

Session hire charge	£	Additional charge (storage etc.)	£
Total payment due (one month sessions)	£	Payment received date	£
Preferred payment method (circle)	Cheque	Bank Transfer	Direct Debit
Invoices will be sent in advance for sessions covering a monthly period			
A minimum of £20 is non-refundable if less than 7 days notice is given to cancel this agreement			
To be paid not less than 7 days before the start of proposed hire period.			

Please make payment to	
Cheques:	Denmead War Memorial Hall
Bank Transfer:	Account Name: Denmead War Memorial Hall Sort Code: 55-70-34 Account Number: 95188266

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The following must be observed:

- Maximum capacity of the hall: Seated 130 persons/ Dancing 225 persons
- Fire doors must be kept clear at all times
- Spaces outside fire doors must be kept clear
- Keep the volume to a reasonable level and doors closed when playing music

Conditions

The entire premises must be left in a clean and tidy condition ready for the next hiring. All furniture must be returned to the storeroom. Tabletops must be cleaned. Chairs must be stacked 10 high.

You must ensure that:-

- All music ends at 11 pm and the premises are vacated as quietly as possible
- The refrigerator is left on
- Cookers and extractor fans are switched off
- All lights are switched off (excluding the emergency exit lights)
- The heaters are switched off
- All windows and external doors are properly shut

Any additional cleaning required and any damage or breakages to the hall, it's fittings, fixtures and furnishings must be paid for in full by the hirer. Damage must be reported as soon as possible so that repair or replacement can be arranged.

The management committee reserves the right to cancel or amend bookings at its discretion (e.g. elections or failure to comply with any other conditions which may apply by law or separate agreement).

Agreement

I acknowledge and accept the conditions above and agree to reimburse the committee if the need arises under condition 2 above. I further acknowledge that I have read and accept the conditions of hire as set out on the web site www.denmead-memorial-hall.org.uk/hire-cond.html

In consideration of the payment of the fees in the amount and at the times as set out above ("the Hire Period") ("the Management Committee") agree to the hiring of the Premises (as defined below) for the purpose(s) stated.

I/We ("the Hirer") have read the conditions of hire overleaf before signing which form part of this Agreement and agree to abide by them. I/We understand that this is a legally binding Agreement. I/We further declare that I/We are 21 years of age or over.

Name (printed) ……..

On behalf of (company/group) ……..

Signature of hirer ……..……..

Date…….

Booking Secretary: Mrs G Marks
bookings@denmead-memorial-hall.org.uk

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Denmead War Memorial Hall
Hambledon Road
Hampshire
PO7 6PW

CONDITIONS OF HIRE

Confirmation of Bookings

1 The Hiring Agreement must be completed in full and returned to:- Mrs Sue Thomas, Jubilee House, Ashling Gardens, Denmead, PO7 6PR

2 The Hirer must confirm any provisional bookings made by completing and returning the hire agreement together with full payment of the hire charge at least 14 days before the hire period.

Individual Bookings

3 In the case of a one-off booking, the hirer must give no less than 7 days notice to cancel this agreement. A minimum of £20 will be forfeited if such notice of cancellation is not given and another hirer does not subsequently book the whole of the cancelled hire period.

Regular Bookings

4 Where a number of regular bookings are made in advance during the year ("Regular Bookings") payment for the hire of the Premises must be made:-

4.1 At least one month in advance, where the hire of the Premises is on a monthly basis.

4.2 At least 7 days in advance, where the hire of the Premises is on a weekly or twice-weekly basis or at such intervals in advance as may otherwise be agreed by the Management Committee.

5 Non-payment of an advance fee for a Regular Booking will render that booking cancelled and this Agreement will automatically end (without prejudice to the alternative rights of the Management Committee to otherwise end this Agreement) should the Hirer fail to pay two consecutive advance fees.

6 In the case of Regular Bookings the Hirer may terminate this Agreement by one months written notice to the Management Committee. Refund of fees for any periods missed with prior notice shall be at the Management Committee's discretion.

General Conditions

7 Where the booking for an event takes place within 7 days of the start of the Hire Period payment must be made in full at the time of the booking.

8 If the agreed Hire Period is exceeded, additional charges at an appropriate rate may be levied at the discretion of the Management Committee.

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9 The Management Committee reserves the right to inspect without notice the Premises at any time during the Hire Period to ensure that the activity carried on by the Hirer is within the terms of this Hire Agreement and is not in breach of any of these conditions.

10 The Management Committee gives no warranty of the suitability of the hall, any associated rooms, grounds, parking area or additional facilities provided to the Hirer under this Agreement (together referred to throughout this Agreement as “the Premises”) for the use to which the Hirer intends to put them.

11 The entire premises must be left in a clean and tidy condition ready for the next hiring, with no damage or breakages.

12 An additional charge may be made to cover the costs of repairs after damage to the Premises and/or cleaning of the same.

13 The Hirer acknowledges that this is a Licence to use the Premises at the times agreed on the booking form only and no relationship of Landlord and Tenant shall be created between the Management Committee and the Hirer.

14 The Management Committee reserves the right to cancel or amend bookings where these conditions have been breached or where it may be required to do so to comply with any regulation bylaws or legislation or for use by the Local Authority as polling station or in the event the unavoidable maintenance is required to the Premises without being liable to account to the Hirer.

15 In the event of the Premises or any part being rendered unfit for the use for which it was being hired the Management Committee may end this Agreement and shall not be liable to the Hirer for any resulting loss or damage whatsoever

The Hirer undertakes:-

16 To indemnify the Management Committee against any liability for injury to persons, damage to property, all actions, costs or claims which may arise during or resulting from its use of the Premises.

17 Not to use the Premise for any purpose other than that as stated in this Agreement nor to sub-let or to allow the Premises to be used for any unlawful purpose nor do anything which may damage the same or invalidate any related insurance policies or licences.

18 To ensure that the maximum capacity of the Hall (being 130 persons seated and 225 standing) shall not be exceeded under any circumstances.

19 To ensure that all licences required for the proper performance of this Hiring Agreement are obtained prior to the commencement of the Hire Period including but not limited to Liquor licences, catering licences or similar. The Hirer shall also be required to give the Management Committee advance notice of any intended performances.

20 To be responsible for the public during the Hire Period and ensure that all conditions of any Public Entertainments Licence or Stage Play Licence (and any other relevant licences) relating to the management and supervision of the Premises are met.

21 The Hirer must vacate the Premises as quietly as reasonably practical and (subject to condition 22 below) remove all property not belonging to the Management Committee immediately following the end of the Hire Period (or where the Premises are to be used on a regular basis, at the end of each individual session) or in any event no later than 11.30 pm.

22 Any additional cleaning required and any breakages to the hall, its fittings, fixtures and furnishings must be paid for in full by the hirer. Damage must be reported as soon as possible so that repair or replacement can be arranged.

23 To be responsible for all damage to the Premises howsoever caused during the Hire Period and for the behaviour of all persons attending the Premises and for ensuring that no nuisance is caused inside or outside the Premises or to neighbours of the Premises.

24 To be responsible for making arrangements to insure against any third party claims which may lie against the Hirer or his/her organisation whilst using the Premises and to produce a copy of the same to the Management Committee upon request.

25 To ensure that no stiletto or pointed heeled shoes are to be worn by anyone using the Hall.

26 Where the Management Committee has agreed to the storage of items by the Hirer on the Premises under this Agreement the Hirer must comply with the following additional conditions:

26.1 The Storage Fee as indicated on page 1 of this Agreement must be paid monthly in advance.

26.2 The items stored shall be located in areas as notified from time to time by the Management Committee to the Hirer and the size of the area permitted shall not be exceeded except with the prior permission of the Management Committee. Any permitted increase in the size of the area may result in the revision of the Storage Fee rate accordingly.

26.3 No flammable or dangerous substances shall be stored on the Premises at any time.

26.4 The Hirer will be responsible for making arrangements to insure the items being stored and acknowledges that items are stored at the Hirer's own risk and that the Management Committee will accept no responsibility for any loss or damage sustained to the same while on the Premises (howsoever occurring).

27 To comply with the Health and Safety Policy of the Management Committee (a copy of which has been made available to the Hirer) and be aware of all requirements in the case of an emergency, including the location and use of fire fighting equipment and the escape routes and the calling of the fire brigade to any incident of fire (however slight) and details given to the Booking Secretary or Chairman for the time being of the Management Committee.

28 To ensure that all fire exits are kept clear from any obstruction at all times.

29 Subject to Condition 30 below the Hirer is a person of 21 years of age or over and that at least two responsible adults will be supervising the function throughout the Hire Period where persons under the age of 21 are using the Premises.

30 Where the Premises is being used primarily by those under the age of 16 that the number of supervisors shall not be less than that laid down by law for the age group concerned and that the Hirer has undertaken the necessary legal checks and approvals to those supervising/attending.

31 To comply with all conditions regulations bylaws or legislation relating to the hiring of the Premises.

32 To indemnify the Management Committee in respect of the cost of repair for any damage done to any part of the Hall including the fabric of the Hall itself, the fixtures and fittings and contents thereof the grounds driveways fences and/or markers and any other damage to any property belonging to the Management Committee howsoever caused.

33 As soon as reasonably practical following arrival at the Hall to inform the booking secretary of any damage found of which the Hirer has not been made aware. Failure to do so shall make the Hirer liable for the damage.

34 To leave the Premises in a clean and tidy condition at the end of the Hire Period (or where the Premises are being used on a regular basis at the end of each individual session), with all furniture returned to the furniture storeroom.
The Hirer must also ensure that:-

34 .1 The tables are cleaned.

34 .2 The Chairs are stacked 10 high.

34 .3 The refrigerator and gas water heater are left on.

34 .4 The heaters are switched off

34 .5 All windows and external doors are properly shut

34 .6 The cooker, electric water heaters and extractor fans are switched off.

35 Not to bring onto the Premises or store any valuable articles or objects of any kind or any flammable or dangerous materials.

36 That where the combination door lock has been given the Hirer must not under any circumstances disclose to any third party the said combination without the express written permission of the Management Committee.

37 No dogs in the kitchen area.

38 No smoking or vaping in the building.

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Contact Details:- Mrs G Marks
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