

DORCHESTER ON THAMES VILLAGE HALL HIRE AGREEMENT

Hirer (Organisation or Individual)..... Contact

Address.....

Post Code..... Email..... Tel No:.....

Type of Function : (Party, etc.)..... Date:..... Anticipated No:.....

FACILITIES REQUIRED (tick as appropriate and enter amount in last column)

All Day Function	9 am to 12 pm Includes Hall Back room and Kitchen	£120.00	<input type="checkbox"/>	£
Daytime Function	9 am to 6 pm Includes Hall Back room and Kitchen	£65.00	<input type="checkbox"/>	£
Evening Function	6 pm to 12 pm Includes Hall Back room and Kitchen	£65.00	<input type="checkbox"/>	£
Main Hall only	From..... To.....	£6.00 per hr	<input type="checkbox"/>	£
Back Room	From..... To.....	£4.00 per hr	<input type="checkbox"/>	£
Kitchen	From..... To.....	£3.00 per hr	<input type="checkbox"/>	£
Bar Facilities*		£20.00	<input type="checkbox"/>	£
Crockery/Cutlery		£20.00	<input type="checkbox"/>	£
Cleaner		£50.00	<input type="checkbox"/>	£
Internet		Free		

TOTAL HIRE AMOUNT £

***If alcohol is served you MUST either:**
book the Bar
OR *book The White Hart*
OR *book your own licence holder*

PLUS INDEMNITY DEPOSIT separate cheque payable to Dorchester on Thames Village Hall **£250.00**

Hire sum may be paid by bank transfer (preferred) to:

Account: Dorchester on Thames Village Hall **Bank:** Co-op **Sort Code:** 08-92-99 **Account No:** 65449321

Or by cash or cheque payable to Dorchester on Thames Village Hall

The hire will not be booked until payment in full is received.

The Indemnity Cheque will not be cashed unless a charge has to be made as per condition 6 overleaf.

I acknowledge receipt and have read and understood the Conditions of hire overleaf. (please tick box)

Signed by the Hirer or representative: **Date:**

Contact: bookings@dotvh.org.uk or telephone 01865 689452

THIS IS A NON SMOKING VENUE.

THE MANAGEMENT RESERVE THE RIGHT TO REFUSE BOOKINGS

**Please be aware that coats and personal effects etc. are left in the village hall at the owners risk.
 The Village Hall Committee does not accept any liability for loss or damage to any item however sustained.**

Conditions of Hire

If the hirer is in any doubt as to the meaning of the following he/she should consult the Booking Officer immediately

The hirer agrees to observe & perform the provisions & stipulations contained & referred to in the committees Conditions of Hire and form part of the Agreement for the time being in force, together with the Food Hygiene (Amendment) Regulations 1990 and the Licensing Act 2003.

If the hall or any part thereof is rendered unfit for the purpose of hire, the Village Hall Management Committee shall not be liable to the hirer for any resulting loss or damage.

1. The Hirer must have attained the age of 18 and during the period of hire shall be personally responsible for the supervision of the premises, the fabric and the contents in their care, safety from danger from damage however slight or change of any sort and the behaviour of the persons using the premise whatever their capacity including proper supervision of car parking arrangements so as to avoid obstruction of the highway. All accidents, however slight must be recorded in the Village Hall accident book, which is kept in the kitchen with the first aid kit. The Hirer is responsible for the legal sale and consumption of alcohol and must comply with the Licensing Act 2003.
2. The Hirer shall ensure that there is a minimum of 2 persons neither of whom is less than 18 years of age on duty in the premises when they are used for public entertainment. For dances and discos, the number of responsible persons not under 18 years of age appointed as stewards shall be 1 person for every 12 present. All persons on duty shall have been informed by the hirer of the procedure to be adopted in case of evacuation of the premises and shall be familiar with the fire fighting equipment.
3. The Hirer shall not use the premises or allow them to be used for any unlawful purpose or in any unlawful way nor do anything or bring into the premises anything that might endanger the same or any insurance policies in place.
4. The Hirer will ensure that the set up and dismantling of any equipment will be made within the booking period. An additional fee for hire will be charged if set up or dismantling is outside the booking time and may be recovered from the Indemnity Deposit.
5. The Hirer shall comply with all the conditions and regulations made in respect of the premises by the Fire Authority, the Local Magistrates, Local Authority or otherwise, particularly in connection with an event which includes public dancing or music or similar public entertainment or stage plays.
6. The Hirer shall indemnify the Village Hall Committee for the cost of repair of any damage done to any part of the property including curtilage thereof or the contents of the building which may occur during the period of the hiring. The Indemnity Deposit, detailed overleaf, shall be paid before the event by the Hirer to the Village Hall Committee. Within 28 days of the termination of the period of hire the deposit will be refunded to the Hirer less the cost of rectifying any damage caused to the premises and / or contents thereof during the period of the hiring as a result of the hiring or the cost of cleaning the premises as to the same standard before the hiring or for any period that over runs the hire period.
7. If the Hirer wishes to cancel the booking before the date of the event payment or repayment of the fee shall be subject to the following Cancellation fees:-

i) If Cancellation is received 2 months prior to booking date:	No penalty.
ii) If Cancellation is received less than 2 months to the booking date:	50% of the hire cost.
iii) If Cancellation is received 1 week or less to the booking date:	100% of the hire cost.
8. At the end of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition properly locked and secured unless otherwise directed and any contents, including glasses, tables, chairs etc. temporarily removed from their usual position properly replaced otherwise the Village Hall Committee shall be at liberty to make a deduction from the Indemnity Deposit defined in paragraph 6 above.
9. The Village Hall Committee reserve the right to cancel this hiring in the event of the Hall being required for use as a Polling Station, Government or Local Government Election, By-Election or where the Village Hall Committee has reasonable belief that these Terms & Conditions are likely to be breached, in which case the Hirer shall be entitled to a full refund of any monies already paid.

To comply with the Public Entertainment Licence issued under Local Government (Miscellaneous) Act 1982.

Capacity: The number of people on the premises shall not exceed **140 for dancing or 100 seated**

Means of escape: all means of exit in the premises must be kept free from obstruction and immediately available for instant exit. The fire doors must be kept closed. Gangways, corridors, the lobby and other exit routes must be kept clear.

Outbreaks of fire: The Fire Brigade shall be called to any outbreaks of fire however slight and details **must** be given to the Booking Officer or other Village Hall Committee member **A.S.A.P.**

Dangerous Performances: performances deemed to be a danger to the public are prohibited.

Explosive and flammable substances: Highly flammable substances shall not be brought into or used in any part of the premises with the sole exception of the Barbecue Area outside. Balloons filled with flammable gas are not allowed on the premises and no internal decorations of a combustible nature (e.g. polystyrene or cotton wool) shall be erected without the permission of The Village Hall Committee. No real flame cylinders or cylinders for storage of air or other gasses or liquids under pressure shall be used. An appropriate Risk Assessment is required for all such use.

Nuisance: The Hirer shall ensure the noise from the hall is not likely to disturb the neighbours and that people using the hall or leaving it do not cause annoyance to the neighbours.

Hours of Opening: The premises shall not be used except between the hours of 9.00 am and midnight (except when the licence allows for 1 am) but in all cases the hall shall be vacated and secured not more than 1 hour later.

The Food Hygiene (Amendment) Regulations 1990: If food is to be served during the hiring, the Hirer shall be responsible for the implementation of the requirements of this act. Copies can be obtained from Community First Oxfordshire. Notes on hygiene are displayed in the kitchen.