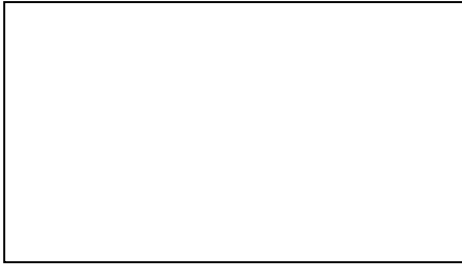


# LEIGHS VILLAGE HALL

Registered Charity No.301317

## COUNCIL OF MANAGEMENT HIRING

Mrs Anne Scott  
"Vixen Tor"  
54 Main Road  
Great Leighs  
Chelmsford  
CM3 1NE  
01245 361481



Date: \_\_\_\_\_

Dear ,

Booking Date: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Further to your enquiry to hire the "John Wright" (large hall) and/or the "Brian Poultney" (small Hall) and shared/sole\* use of kitchen (\*only possible when booking both halls), the date and times shown above are available and have been provisionally reserved for you, subject to you completing the enclosed **Hire Agreement** and paying the full hire fee/holding deposit of £\_\_\_\_.

(Please make your cheque payable to **Leighs Village Hall**). Alternatively, you can pay by bank transfer using your **surname** as the reference, to:-

**Lloyds Bank.** Account Name: **Leighs Village Hall**, Sort Code:**30-91-14**, Account No: **01082775**

The hire fee will be £\_\_\_\_\_ .

The management committee reserves the right to make additional charges, over and above the hire fee, to cover any damage to the fabric of the hall or where a significant breach of the terms and conditions result in additional costs to the hall. It is important therefore to read the terms and conditions carefully before signing the agreement, as you are agreeing to pay these additional charges if they become due.

Please retain the "Conditions of Hire and Fire Safety" documents for your information.

Yours sincerely,

Anne Scott  
On behalf of Leighs Village Hall

Encs: (Hire Agreement, Conditions of Hire & Fire Safety Document)

**PS: Please ensure you confirm your booking by returning the completed Hiring agreement within 1 week of the date of this letter along with your deposit payment either by post or alternatively email to:**

**[leighsvillagehall@gmail.com](mailto:leighsvillagehall@gmail.com). Balance of payment to be made 2 weeks prior to your event.**

**NOTE: The Village Hall carries public liability insurance which also covers specific hirers (not commercial organisations), however you are requested to view the terms to ensure they meet your requirements and these can be downloaded from our website: [leighsvillagehall.co.uk](http://leighsvillagehall.co.uk)**

# LEIGHS VILLAGE HALL

Registered Charity No 301317

## HIRING AGREEMENT

THIS AGREEMENT INCLUDING THE CONDITIONS OF HIRE between

The COUNCIL OF MANAGEMENT and

\_\_\_\_\_ (HIRER)

The COUNCIL agrees to permit the HIRER to use the hall or halls with all associated facilities for the function on condition the hirer complies with all terms & conditions within this agreement.

1 Date of signing this Agreement ...../...../.....

2 LEIGHS VILLAGE HALL COUNCIL OF MANAGEMENT

Authorised Representative:

Mrs Anne Scott , 54 Main Road Great Leighs Chelmsford CM3 1NE.

3 HIRER

NAME: .....

ORGANISATION:

POSITION: .....

FULL ADDRESS: .....

Tel No:

Email Address:

4 PERIOD OF HIRE

DATES: \_\_\_\_\_

**NB: The period of hire times MUST include all setup and clear-up times. If the building is NOT vacated by the time stated, additional charges may apply.**

5 HIRING CHARGE

£ \_\_\_\_\_

6 FUNCTION

Type of Function: .....

Numbers expected to attend: .....

***(We will not hire the hall for events unsupervised by adults.)***

No. of Adults attending: ..... No. of Children attending: .....

7 FACILITIES AND USE

You will need to advise us of your requirements covering chairs, tables, children’s furniture and crockery prior to the event and whether the stage needs to be cleared.

You **MUST** also seek our approval for any entertainment or activity that you are providing during the hire. Such activity (eg indoor Bouncy Castles), if approved, is entirely at your own risk as the hall is not insured for any direct or indirect costs incurred resulting from such activities.

**ROOMS REQD:**

(i) JOHN WRIGHT HALL (Large) \*Yes/No. (ii) BRIAN POULTNEY HALL (small).... \*Yes/No

(iii) KITCHEN...\*Yes/No (Sole use only possible if hiring both halls) (iv) STAGE.... \*Yes/No

**EQUIPMENT REQD (WHERE APPLICABLE):**

- (i) No. of Large Standard Tables  No. of Nursery Chairs
- (ii) No. of Standard Chairs  No. of Nursery Tables
- (iii) Crockery (note – all crockery must be washed and stored after use by hirer) \*Yes/No
- (iv) Kit Room /Toilet \*Yes/No

8 MUSIC

Will music be played during the event? YES/NO\* (delete as applicable)

At what time, will the music cease? .....

**Please note that music MUST NOT be played after 2300 hours (11 pm). The hirer’s attention is drawn to the attached CONDITIONS OF HIRE.**

**NB: We have very close neighbours on whose goodwill we rely. We face possible legal action from Chelmsford City Council if we breach the 11 pm deadline. This is a very serious matter and we will therefore charge you £50.00, if you exceed this time limit.**

9 CONSUMPTION OF ALCOHOL

Will alcohol be consumed at your event? YES/NO\* (delete as applicable)

Will the alcohol consumed be? SOLD/FREE\* (delete as applicable)

**The hirer’s attention is drawn to the CONDITIONS OF HIRE regarding application for an alcohol licence.**

The hall does not have an Alcohol Licence or a Designated Premises Supervisor in accordance with the Licensing Act 2003. If you wish to sell alcohol at a function you **MUST** apply for a Temporary Events Notice from Chelmsford City Council at least one month before the date of the event. We will provide you with necessary form which should be completed and forwarded to Chelmsford City Council and Chelmsford Police and will **cost £21.00**

You may give alcohol away free without the need for a Temporary Events Licence. You may allow people attending the event to bring alcohol for their own consumption without the need for Temporary Events Notice.

It is a condition however, that serving of alcohol is stopped at least half an hour before the end of the hire period to allow sufficient time to clear the bar and waste.

Your attention is drawn to our conditions regarding cleaning and vacating the hall at the agreed time and the charges that will be applied if such conditions are not met

10 CANCELLATION CHARGES

We do not make charges for cancellation. However, we ask that we are informed that you do not wish to proceed with the hire at the earliest opportunity and confirm this in writing.

**Please sign & date below and return the completed Hiring Agreement (pages 2,3 & 4) to Anne Scott, 54 Main Road, Great Leighs, Chelmsford, CM3 1NE.**

I agree that I have read and understood the **Conditions of Hire and Fire Safety Strategy Documents** and that such additional charges shown in paragraph 9 of the "Conditions of Hire", can be recovered from me.

Name(Print).....

Signed by the Hirer: .....Date: .....

Contact Mobile Tel No:.....

Please delete as applicable one or more of the following statements:

- a) *I have enclosed \*cash/cheque for £\_\_\_\_\_*
- b) *I have transferred £\_\_\_\_\_ by online banking. ( please use surname as a reference)*
- c) *I have read the terms of the hirers public liability insurance.(downloadable from website: [leighsvillagehall.co.uk](http://leighsvillagehall.co.uk))*
- d) *I require a hard copy of hirers public liability insurance policy to be sent to me.*

# LEIGHS VILLAGE HALL

Registered Charity No 301317

## CONDITIONS OF HIRE

### 1 **MANAGEMENT RIGHT OF ACCESS**

Any duly authorised member of the Council of Management or their representative has the right of free entry to the premises during any function.

### 2 **ROLE OF THE CARETAKER**

The Caretaker will open the halls at the appropriate time and lay out the tables and chairs if requested by the hirer. Please check that everything is satisfactory.

The Caretaker will also be able to answer any queries you may have and advise on the safe use of the kitchen equipment. The Caretaker will advise on the location of additional tables and chairs; however, extreme care should be exercised when moving tables and chairs.

### 3 **HIRER'S RESPONSIBILITIES (1)**

During the period of the hire the HIRER shall be responsible for:

- 3.1 ensuring they have obtained a Temporary Event Notice if they intend selling alcohol
- 3.2 the supervision of the premises and those attending your event. (Please **DO NOT** allow children to play in the lobby area or any storage rooms)
- 3.3 the proper care of the premises, its contents, fixtures and fittings (**Note: PLEASE DO NOT affix anything to the emulsion painted wall surfaces as it can cause paint to lift**)
- 3.4 the proper behaviour of all persons using the premises
- 3.5 the supervision of car parking and ensuring that nuisance to neighbours on leaving is kept to a minimum
- 3.6 the cessation of music at the agreed time and **11.00 pm** at the latest (charges apply if breached)
- 3.7 Ensure that any equipment (including electrical apparatus) used and owned by the hirer or any supplier contracted by the hirer, is fit for purpose and carries the appropriate test certificates.

### **HIRER'S RESPONSIBILITIES (2)**

Before the end of the period of hire the HIRER shall be responsible for:

- 3.8 **leaving the hall or halls and associated areas in a clean and tidy condition**
- 3.9 mopping up any liquid spillages
- 3.10 ensuring all waste and debris is collected and put in the bags provided
- 3.11 cleaning all table surfaces in readiness for return to store
- 3.12 ensuring the kitchen and equipment is clean
- 3.13 ensuring all crockery and cutlery used, has been washed in the dishwasher or by hand and then returned to the appropriate cupboard.
- 3.14 checking the toilets and ensuring they are in a clean and acceptable condition.
- 3.15 removing all equipment, drinks, food and miscellaneous items brought into the premises for the hire period.
- 3.15 removal of refuse sacks, which should be placed within the refuse bins located in the car park

**NB:** The tables and chairs when stacked are heavy and difficult to handle. If some stacking is required to allow sweeping or mopping of the floor, then small stacks should be created (max 7 chairs) and left for the caretaker to return to store. A mop and bucket, brush and dustpan, wipes and plastic refuse bags are available in the kitchen. Please return after use.

### 4 **USE OF THE PREMISES**

The HIRER shall **NOT**:

- 4.1 sub-let the premises under any circumstances.
- 4.2 use the premises for any purpose other than that which was specified in sections 6 & 7 of the hiring agreement
- 4.3 use the premises for any unlawful purpose or one that could endanger people or property

5 **ESCAPE ROUTES**

The HIRER should make themselves and their guests aware of escape routes in case of fire and ensure the Fire Exits are kept clear for the complete period of hire.

6 **BOILER/HEATING EQUIPMENT**

Under no circumstances should any control equipment related to the boiler/heating system be altered or tampered with. Please liaise with the caretaker if adjustments need to be made.

7 **REIMBURSEMENTS ETC**

The HIRER shall reimburse the Council of Management for:

- 7.1 the cost of repairing damage, breakages or extra cleaning to the premises, or its contents, equipment, fixtures and fittings.
- 7.2 the loss or unauthorised removal of any item of property belonging to the Village Hall during the period of hire

8 **CANCELLATION**

The HIRER agrees that the Council of Management has the right to cancel or curtail the booking at any time if:

- 8.1 the hall is required for use in a National or Local Emergency or for purposes considered by the Council of Management to be of major importance
- 8.2 the Council of Management consider that the Hiring would not be in the interests of good management or safety
- 8.3 Essential hall maintenance is necessary.

9 **ADDITIONAL COSTS**

If on the completion of the hire period or upon subsequent inspection of the premises afterwards, any of the terms and conditions have not been fully adhered to, the Hirer may incur additional costs for:

- 9.1 over-running of music beyond the agreed time (see Section 8 of Hiring Agreement).
- 9.2 not vacating the building at the end of hire period.
- 9.3 additional cleaning of the halls, toilets and equipment as may be required.
- 9.4 any repairs or replacement of equipment or fixtures and fittings.

**Please retain the “Conditions of Hire” and “Fire Safety”  
Documents for your reference.**