

## Sandleheath Village Hall

St. Aldhelm’s, Main Road, Sandleheath, FORDINGBRIDGE, Hampshire SP6 1TD

Email: [bookings@sandleheathvillagehall.com](mailto:bookings@sandleheathvillagehall.com)

### **SANDLEHEATH VILLAGE HALL - HIRING AGREEMENT**

*This document constitutes a contract that could be used in evidence should legal action become necessary.*

1. **Parties.** Sandleheath Village Hall (SVH)<sup>1</sup>, address above, referred to as ‘SVH’, ‘we’, ‘our’ and ‘us’, and the person or organisation hiring SVH<sup>2</sup>, referred to as ‘the Hirer’, ‘you’ or ‘your’.
2. **Standard Conditions of Hire.** The SVH Standard Conditions of Hire (‘the Conditions’) are available on the SVH website at: [www.sandleheathvillagehall.com/bookings](http://www.sandleheathvillagehall.com/bookings). A printed copy can be provided on request.
3. **Premises.** SVH consists of the St. Aldhelm’s building; ‘the Hall’, the outside area surrounding it; ‘the Garden’, and the Car Park. The Car Park cannot be booked but may be used by those hiring the Hall and/or Garden.
4. **Hirer’s Details.**

Name	
Organisation	
Address, telephone number and email	
Person In Charge <sup>3</sup>	

5. **Hirer’s Requirements.**

Date(s)	Facility (Hall and/or Garden)	Activity Type <sup>4</sup> (State ‘Private’ or ‘Commercial’)	Total Numbers Attending <sup>5</sup>	Timings		Preparation Timings	
				From	To	From	To

6. **Commercial Hire.** SVH is required to ensure that the premises are administered in accordance with its Constitution. This requires us to benefit the inhabitants of Sandleheath with the object of improving their conditions of life. Thus, we have this restriction:

<sup>1</sup> Represented by the Bookings Manager, or any of the Management Committee or Trustees.

<sup>2</sup> Including employees, volunteers, agents and invitees.

<sup>3</sup> If the Hirer will not be present throughout the hiring period, this is the person who will conduct the activity, who is required to be on site throughout. See the Conditions.

<sup>4</sup> See the Conditions for restrictions.

<sup>5</sup> Numbers in the Hall may not exceed 80 at any time.

- a. We reserve the right to terminate this Agreement by not less than one month’s notice in writing to you in the event of the premises being required on the same date/time for the fulfilment of its charitable purposes.
- b. In the event of such termination by us, we will refund to you all monies paid by you to us. We will not, however, be liable to make any further payment to you in respect of expenses, costs or losses incurred directly or indirectly by you in relation to any such termination.

7. **Hire Fee.** In accordance with your stated requirements, the hire fee is:

Hire Fee Total (£)		You must pay the booking fee either: (1) On or before the conclusion of the event for which you hire the premises, or: (2) As arranged with SVH.
Required Deposit (if any) (£)		At least one third of the cost of the booking at the time you sign this Agreement.
Balance (£) (if deposit paid)		You must pay the balance of the booking fee as described in (1) or (2) above.

- 8. **Cleaning.** You must ensure that the Hall is left clean and tidy, the floor swept thoroughly and all crockery and cutlery is washed up before departure, and that furniture and all other equipment is carefully returned to its original location.
- 9. **Floor Damage.** Please note that to prevent damage to the hall floor, stiletto heels are not permitted.
- 10. **Insurance.** If it is commercial, you are required to ensure that your activity is appropriately insured. See the Conditions for advice.
- 11. **Licences.** This paragraph comprises advice only. Hirers are responsible for ensuring that the appropriate licences are in place for their events in accordance with UK law.
  - a. **Music.** SVH does not have a PPL Music Licence. If you intend to include live or recorded music, see the Conditions for advice.
  - b. **Film.** SVH does not have a Premises Licence. If you intend to include film or film clips in any media, including DVD, see the Conditions for advice.
  - c. **Temporary Events Notice (TEN).** If you intend to conduct a licensable activity, you should contact the New Forest District Council for a TEN, see the Conditions for advice.
  - d. **Compliance.** If you fail to comply with sub-paragraphs 10a. to c. above, we will cancel the hiring without compensation. There is a limit on the number of TENs that can be granted annually for any premises.
- 10. **Tennis Club.** The land to the rear of the hedge and fence behind the hall that includes the tennis courts is private and may not be entered.
- 11. **Security.** You will be given the combination to the SVH Key Box prior to your hiring period. See the Conditions for your security responsibilities.
- 12. **Event Detail.** Please answer these questions:

	Question	Answer Y/N
1.	Will tickets be sold for your event?	
2.	Is food to be provided at the event?	
3.	Will you require use of the kitchen water boiler? If not, a kettle is available.	
4.	Will you require use of the microwave?	
5.	Is alcohol to be provided at the event?	
6.	Do you require use of the hall audio-visual system? The instructions are with the equipment.	
7.	Do you require use of the Hall WiFi? The password is displayed in the hall.	
8.	Will there be exhibition of a film?	
9.	Will live music be performed or recorded music played?	
10.	Will you require a Music Licence?	
11.	Will you require a temporary Premises Licence?	
12.	Will you require a Temporary Events Notice (TEN)?	
13.	Will your activity involve children and young people <sup>6</sup> , and/or adults at risk <sup>7</sup> ?	
14.	Do you have your own Safeguarding Policy for your activity or event?	
15.	Do you wish to use a bouncy castle? These are only allowed outside the building. Please see the rules in the Conditions.	

13. **Undertakings.** The Hirer agrees that:

	Statement	Answer Y/N
1.	I have read the SVH Standard Conditions of Hire and the enclosures and will comply.	
2.	My activity is either covered by the SVH insurance policy or, if necessary, by insurance that I have arranged for it <sup>8</sup> .	
3.	I accept the insurance indemnities described in the Conditions.	
4.	I have read the SVH Health and Safety requirements and the SVH Emergency and Fire Safety Procedure.	
5.	I will be present during the hiring, or be represented by my Person In Charge, will comply fully with this Agreement and keep the Hall secure.	
6.	I will inform those taking part in my activity that they should not park on, or partially on the pavement on the road outside the hall.	
7.	If heating is required, I will switch on the boiler and switch it off on leaving the hall. I will not alter the thermostat setting. I will also switch on the three	

<sup>6</sup> Those under the age of 18.

<sup>7</sup> A person over 18 who has care and support needs; is experiencing, or is at risk of, abuse or neglect; as a result of their care and support needs is unable to protect him/herself against the abuse or neglect or the risk of it.

<sup>8</sup> Details are contained in the Conditions. A summary of the SVH insurance policy can be produced on request.

	Statement	Answer Y/N
	electric overhead fans in the cupboard to the left of the front door (as you enter) when using heating and switch them off on leaving.	
8.	I will ensure that the Hall is left clean and tidy, the floor swept thoroughly, and all crockery and cutlery is washed up before departure, all furniture and all other equipment is returned to its original location and that all function-related refuse is removed, with that created by caterers/other contractors, and not left on site <sup>9</sup> .	

14. **Approval.** In consideration of the hire fee and your undertaking above, you may use the agreed facilities for your stated purpose, for the approved period(s).

Appointment	Signature	Full Name	Date
The person duly authorised on behalf of SVH.			
The Hirer			

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<sup>9</sup> Otherwise SVH may make an additional charge.