

## **HIRE AGREEMENT**

### **Lindale Village Hall**

This Hire Agreement is made on (date) 1 December 2024 between:

1. **Lindale Village Hall Management Committee** (hereinafter referred to as "the Committee"), and
2. \_\_\_\_\_ hereinafter referred to as "the Hirer").

The parties agree to the following terms and conditions:

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#### **1. Contact Details of Hirer**

**Name:**

**Organisation:**

**Name of Organisations authorised representative:**

**Address:**

**Telephone:**

**Email:**

The age of the hirer must not be a person under the age of 18, and hereby accepts responsibility for an appointed person always being in charge and on the premises when the public are present, and for ensuring that all conditions under this agreement relating to management and supervision of the premises are met.

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#### **2. Purpose of Hire**

The Hirer shall use the premises for [specific purpose] (e.g., birthday party, meeting, dance class etc).

**Please name:**

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#### **3. Period of Hire**

**Date(s):**

The time allocated must include your preparation time and clearing up after the event.

**Event time:** \_\_\_\_\_ to [End Time] \_\_\_\_\_

Total Hours needed \_\_\_\_\_

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#### **4. Hire Charges**

The hire fee shall be (**£13 per hour**) - **Total cost of hire** \_\_\_\_\_ payable to

Lindale Village Hall Fund  
Account number 67196232  
Sort code: 089299

Please note the fees will be subject to review on a six-monthly basis.

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## 5. Premises

The hire includes use of:

Main Hall, Stage, Kitchen, Restrooms along with car park

Please ensure that any outside caterers, entertainment providers and deliveries are aware of the hire period and that they will not be able to enter before or leave after the hire period, except by previous agreement. Lindale Village Hall will not be liable for any loss or damages for any stored items brought onto the property. All equipment and other property must be removed before the end of the hire each day.

The hirer will be liable for all claims in respect of damages or loss to fixtures and fittings, other property or injury to persons or property arising because of the use of the premises by the hirer.

**The Hirer must ensure all areas are left in a clean and tidy condition at the end of the hire period.**

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## 6. Responsibilities of the Hirer

The Hirer agrees to:

- Ensure the safety and supervision of all persons using the premises during the hire.
- Adhere to all fire safety procedures, including keeping fire exits clear.
- Comply with legal obligations (e.g., licensing laws if alcohol is served).
- Report any damages or issues immediately to the Committee.
  
- **Supervision**
  - The hirer shall, during the period of hiring, be responsible for supervision of the premises, any content within the hall, their care, safety from damage however slight or change of any sort. The hirer is also responsible for the behaviour of all persons using the premises on their hire, whatever their capacity, including proper supervision of car parking arrangements, to avoid obstructions of the highway. The hirer shall make good or pay for all damages (including accidental damages) to the premises or to the fixture, fittings or contents along with loss of contents.
  
- **Use of Premises**
  - The hirer shall not use the premises including the carpark for any other purposes other than the described hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof not allowed the consumption or alcohol without written permission.

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## **7. Prohibited Activities**

The Hirer shall not:

- Use the premises for unlawful purposes.
- Sub-let the hall or allow its use by unauthorised persons.
- Cause disturbance to the local community (e.g., excessive noise).
- The use, possession, or distribution of illegal drugs.
- Smoking inside the premises.
- Any unlawful purposes.
- Bouncy castles and other similar equipment are sadly prohibited because of insurance requirements.

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## **9. Cancellation Policy**

- The Committee reserves the right to cancel the booking in case of emergencies or unforeseen circumstances, offering a full refund.

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## **10. Indemnity**

The Hirer shall indemnify the Committee against:

- Any damages to the premises or its contents.
- Any claims arising from injuries or damages sustained during the hire period.

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## **11. Insurance**

The Hirer is advised to arrange appropriate insurance coverage for the event. The Committee's insurance does not cover the Hirer's liabilities for their event.

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## **12. Alcohol Licence**

Please note the hall is not licenced for the sale of alcohol or other licensable activities. If needed for your event you will need to request in good time to the licencing authority for a temporary event notice (TEN) permit, along with informing your insurance of this.

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## **13. Compliance with the Children's Act**

Organisations/groups must ensure that any activity for children under the age of 18 comply with the provisions of the Children's Act 1989, and that only fit and proper persons have access to the children. The hirer is also liable to ensure regular checks such as DBS may apply where children and vulnerable adults are taking part in activities. The hirer shall provide Lindale Village Hall with a copy of their DBS check and their child protection policy on request.

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## **14. Films**

Children shall be restricted from viewing age restricted films classed according to the recommendations of the British Board of Film classification. Hirers should ensure that they have the appropriate copyright licence for film.

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## **15. Gaming, Betting and Lotteries**

The hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

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## **16. Music copyright/Film licencing**

Lindale Village Hall does hold a music licence from the performing rights society (PRS).

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## **17. Health and Safety**

### **Public Safety Compliance**

The hirer shall comply with all conditions and regulations made in respect of the Health and Safety Act 1974, and Lindale Village Hall's fire risk and Health and Safety Assessment.

The Hall capacity is a maximum of 150 people.

### **Fire Safety**

Please note that the Village Hall is a no smoking venue.

### **Fire:**

In the event of a fire, please raise the alarm by calling 999 and follow the procedure on the notice board. Please be familiar with the procedure before your event. Once safe, please can you contact the committee to advise of the situation.

### **Fire extinguishers**

There is a fire blanket and fire extinguisher within the kitchen and additional fire extinguishers within the hall.

The emergency exits are situated:

- 1) main door
- 2) side door parallel to car park and
- 3) the boiler room

All areas must be always kept clear not to be obstructed.

### **First Aid**

First Aid Boxes and accident book is located within the kitchen.

### **Electrical appliance safety**

All our electrical appliances are PAT tested once a year by a reputable electrical organisation.

The hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be in good working order and used in a safe manner.

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## **18. Heating**

The hirer is required to turn on the heating no longer than 20 minutes prior to the event and to ensure the heating is turned off 20 minutes before vacating the hall. Please can you ensure that this reflects within your total hire period.

For the future, the heating will be regulated by the Committee effectively from the first quarter of 2025 and will be turned on prior to your event. Once this system is in place the committee will inform you of this change.

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### **19. Car Parking**

The Village Hall has a car park for patrons to use for the event.

Please note: Any children must not be allowed outside of the hall at any times without strict parental/adult supervision.

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### **20. Kitchen**

For health and safety reasons, children must not be allowed in the kitchen during the hire.

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### **21. Internet/WIFI**

Unfortunately, the hall does not have this facility. Therefore, it is advised that you bring a fully charged mobile phone for use in case of emergency.

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### **22. Animals**

The hirer shall ensure that no animals/birds except guide dogs are brought into the premises, other than for special event agreed by the committee. No animals whatsoever are allowed to be taken into/enter the kitchen.

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### **23. Termination of Agreement**

The Committee reserves the right to terminate this agreement immediately if the Hirer breaches any terms or conditions.

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### **24. Acceptance of Terms**

By signing this agreement, the Hirer confirms that they have read and agreed to the terms and conditions set out above.

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### **Signed for Lindale Village Hall Committee:**

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

Signature: \_\_\_\_\_

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

### **Signed by the Hirer:**

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

Signature: \_\_\_\_\_

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