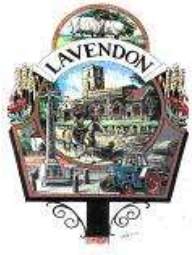


# LAVENDON VILLAGE HALL



## Hire Agreement

For the use of Lavendon Village Hall and Equipment

*Please read Terms & Conditions of Hire on pages 3 & 4 of this agreement*

Name of hirer:

Address:

Tel. No:

Email address:

Date(s) of hire:

Area(s) / equipment to be hired:

Is Temporary Event Authorisation required?

Purpose of function:

Period(s) of hire from:

Charge:£ (See table on page 2)

Deposit:£

Payable at the time of booking and refundable subject to terms and conditions of hire

**(Cheques to be made Payable to Lavendon Village Hall)**

**I the undersigned have read and understand the terms and conditions of hire stated below and agree to be bound by them.**

Signature of hirer: .....

Date:

***Please complete and return pages 1 and 2 within seven days to confirm you're booking***



Please retain this section for information

**Booking Secretary:** Mrs B Shaw  
30 Langlands  
Lavendon  
Bucks  
MK46 4EL

**Key-Holder:** Mrs B Kitchener  
63 Olney Road  
Lavendon  
Bucks  
MK46 4ES

Tel: 01234 714209

Tel: 01234 712778

# LAVENDON VILLAGE HALL

## HIRE RATES

Effective from 1st May 2011

NORMAL HIRE RATES (subject to Terms & Conditions)		No. Hours	Sub Totals
Hall hire rate per hour or part thereof (non-commercial)	£14.00	X	
Hall hire rate per hour or part hour thereof (commercial function)	£16.00	X	
Refundable deposit if terms & conditions are complied with	£75.00	>	

PREFERENTIAL RATES FOR LAVENDON VILLAGE RESIDENTS, NON-COMMERCIAL FUNCTIONS			
(Subject to Terms & Conditions)		No. Hours	
Hall hire rate per hour or part thereof	£10.00	X	
Refundable deposit if terms & conditions are complied with	£75.00	>	

EQUIPMENT HIRE RATES FOR USE AT VILLAGE HALL ONLY			
Hire of Cooker	£26.00	>	
Hire of Salt & Pepper pots	£4.00	>	
Hire of Crockery, cutlery etc. (Inclusive)			
50 Sets	£9.00	>	
100 Sets	£12.00	>	
120 Sets	£15.00	>	
Hire of Public Address System	£11.00	>	

RATES FOR HIRE OF TABLES & CHAIRS WHEN USED AWAY FROM VILLAGE HALL (NOT AVAILABLE TO CATERERS) (hirers are responsible for collection and return of hired equipment)			
Tables daily rate (minimum charge £5.00)	£5.00	X	
Chairs daily rate (minimum charge £5.00)	£2.00	X	

Total hire charge carried to front page:

£

Deposit carried to front page:

£

**PLEASE NOTE, Your attention is drawn to the following:**

*Village Hall keys can be collected from the key-holder up to two hours immediately prior to the start of an event provided the village hall is not in use by others, or unless agreed otherwise with the Booking Secretary. Earlier access must be paid for at the relevant hourly rate unless agreed otherwise with the Booking Secretary. Keys must be returned to the Key-holder immediately following the end of the hire period.*

*Maximum number of persons allowed in the Village Hall at any time (including event organisers) must not exceed 120.*

*Note. Hirers of Lavendon Village Hall, who do so for commercial events, are required to provide their own insurance cover against public liability risks. (See clause 15 of Terms & Conditions of Hire for Lavendon Village Hall).*

*Sale of Alcohol-Provision of Entertainment etc. See clause 9 of Terms and Conditions of Hire.*

*Storage, Preparation and Serving of Food. Food Hygiene Regulations are now in force and must be complied with. See clause 2 of Terms & Conditions of Hire.*

# LAVENDON VILLAGE HALL

***(Please Note there are special conditions for using Bouncy Castles at Lavendon Village Hall. You must declare your intention when booking the Village Hall)***

## **Terms & Conditions of Hire for Lavendon Village Hall**

### **Please Read These Terms and Conditions Carefully**

1. This agreement is between the hirer stated on page 1 of this agreement and the Lavendon Village Hall Management Committee, hereafter referred to as the Committee. **Please Note**, the car park area in front of the village hall is a public car park which can be used by hirers/users of the Lavendon Village Hall, patrons of the Horseshoe Public House and general public. Hirers/users of the village hall must not park in such a way as to prevent other car park user's vehicles from leaving the car park. Failure to observe this requirement may result in the removal of the offending vehicle.

**2. Hirers are advised that if storing, preparing or serving food at the village hall, they must comply with the current food hygiene regulations. A best practice guide has been prepared by the Committee and is located in the kitchen area for the benefit of hirers and or their caterers. The hirer is responsible for ensuring that the regulations are complied with and the Committee will not accept any responsibility where hirers fail to comply with the law.**

3. The Committee reserve the right to refuse hire of the village hall and other equipment.

4. The Committee do not accept liability for consequential loss of earnings or any other loss whatsoever arising from the hire, use or cancellation of a booking(s) of the Lavendon village hall.

5. The Committee do not accept liability for hirers or users property brought into the village hall or onto the public parking area in front of the village hall. To do so is entirely at the hirers or users risk.

6. Adequate arrangements shall be made for the evacuation of disabled persons in an emergency. A disabled person confined to a wheelchair shall be accompanied by an able bodied person not being a person under 18 years of age, capable of assisting them from the building in case of emergency and who shall be seated adjacent to the disabled person.

7. Hirers are advised that the village hall floor is not suitable for use without footwear being worn or for sitting on and that they should inform users accordingly. The Committee will not accept responsibility for any injury caused as a result of this advice not being heeded.

8. The Committee has carried out a risk assessment and put in place procedures to minimise risk to users of the Village Hall. The hirer also has a responsibility to do the same and consider the safety of attendees of their event at all times. The Committee advises that this should include ensuring that exits are kept clear, that fire fighting equipment is not interfered with unless used in earnest and observing the naked flame restrictions as stated in clause 19 of this document.

**9. If at your function you intend to provide any of the following, you will need to submit a Temporary Event Notice application and obtain authorisation for your event:**

- a) Direct sale of alcohol, or indirect sale of alcohol through a charge for attending an event.
- b) Provision of entertainment including live or recorded music through a charge for attending an event.
- c) Sale of hot food or drink after 23:00 hours - 11:00pm.

**A Temporary Event Notice (authorisation) can be obtained by applying to the Milton Keynes Licensing Authority at least two weeks before an event and they will make a charge for the application. It is advised that this application is made as far in advance of the event as is possible. (It is a criminal offence to hold an event without obtaining a Temporary Event Notice authorisation where one is required). The Committee hereby give notice to the hirer of Lavendon Village Hall, that it is the person hiring the facility that is responsible for establishing the requirement and for obtaining the requisite authorisation where appropriate. The committee will not be held responsible for any failure on the part of the hirer to comply with the law. Lavendon Village Hall is restricted by law to 12 temporary event authorisations per calendar year. Therefore it is imperative that you declare your intentions when booking the village hall, in order to establish that one of the 12 temporary event authorisation slots is available. Failure to do so may result in the cancellation of your booking. Where a Temporary Event has been authorised, the hirer is required to provide the committee with a copy of the authorisation prior to the event. Failure to do so may result in cancellation of the event.**

10. The committee require a minimum of 7 days notice of cancellation prior to an event and reserve the right to charge where this requirement is not met.

# LAVENDON VILLAGE HALL

11. Hirers or users of Lavendon Village Hall who are in possession of village hall keys will **not** under any circumstances arrange for duplicate keys to be cut.
12. The village hall may only be hired by the hour. Periods of less than an hour will be charged for at the prevailing hourly rate.
13. A maximum of 120 persons is allowed within the confines of the Village Hall at any one time during any hire period. This includes all events including those where a Temporary (licensed) Event has been authorised.
14. The hirer is advised that minimal first aid items are available at the village hall (there is a first aid kit in kitchen) for use if necessary. The hirer is responsible for the provision of any other first aid facilities they deem necessary for their event.
15. Hirers of Lavendon Village Hall, who do so for commercial events, are required to provide their own cover against public liability risks for the period they have use of the village hall. A copy of the public liability insurance certificate must be returned with the hire agreement pages 1 & 2. Failure to do so may result in your booking being cancelled.
16. Property owned by the hirer or users of the village hall must not be left on the premises over night without prior agreement with the Committee. It is the hirer's responsibility to provide insurance cover for property brought into the village hall.
17. The Committee will be responsible for ensuring that the village hall is in a reasonable state of cleanliness at the beginning of a hire period.
18. **Lavendon Village Hall is a designated public place and consequently smoking within any area of the building known as Lavendon Village Hall (including kitchen, toilets and lobby) is not permitted by law. A receptacle for cigarette ends has been installed at the entrance to the village hall and hirers and users are requested to use this receptacle.**
19. **In the interest of safety, naked flame lighting is only permitted where contained within a suitable stable glass or ceramic receptacle and where the naked flame does not extend above the rim of the receptacle.**
20. A deposit will be required in addition to the hire charge unless otherwise agreed with the Committee. This is returnable following an event, subject to compliance with the Terms & Conditions of hire.
21. The Committee agrees to let the hirer have use of the hired areas and equipment stated in this agreement for the period(s), purpose and charges stated on pages 1 and 2 of this hire agreement or the prevailing charges should they have been amended since the date this agreement was entered into.
22. The Deposit must be paid at the time the hire booking is made. The remaining hire charge can be paid prior to, or at the time of collecting the keys to the village hall, unless agreed otherwise with the Committee. Deposits should be paid to the Booking Secretary preferably by cheque and made payable to Lavendon Village Hall.
23. The hirer is responsible for leaving the floor of the hall and other hired areas free of litter and other debris at the end of a hire period.
24. Where the use of the cooker forms part of the hire agreement, the hirer is responsible for leaving the cooker hob & oven clean after use.
25. At the end of a hire period, furniture is to be left in the position and condition as found at the beginning of a period of hire.
26. If used (hired), crockery and cutlery must be left clean and dry after use.
27. All refuse must be placed in black bin bags and put in the dustbin at the end of a period of hire.
28. Broken items such as china glass etc. must be wrapped and placed in the committee room. Breakages and damage to the building must be reported to the key-holder. Replacement and repair will be charged to the hirer at cost.
29. Items such as posters decorations, displays etc. must not be fixed to walls in such a way that damage may be caused to the building interior or decor.
30. Where tables & chairs are hired for use away from the village hall, the hirer will be responsible for the collection and return of hired items. Damage repair, or replacement of items hired for use away from the village hall will be charged to the hirer at cost.
31. Where periods of hire are until midnight, these must finish promptly and attendees are requested to leave quietly in consideration of people living close by.

# LAVENDON VILLAGE HALL

32. It is a requirement (for insurance purposes) that a Hire Agreement is completed and returned by the applicant. Failure to return a completed Hire Agreement may result in the cancellation of your event.