

**HIRING AGREEMENT FOR SPARSHOLT MEMORIAL HALL**DATED: 

PARTIES:

**AGREED** as follows:

1. In consideration of the hire fee described in clause 1.4, the Hall agrees to permit the Hirer to use the premises described in clause 1.5 for the purpose described in clause 1.6 for the period(s) described in clause 1.1. The details inserted in sub-clauses 1.1 to 1.6 below and the answers to the questions in sub-clauses 1.7 and clause 2 are terms of this agreement, together with any additional conditions imposed under the Premises Licence (see Section 2).

**1.1 Hire Period Required:**

Day(s):  Month/ Year:

Time required (No. of Hours):  From:

**1.2 Sparsholt Memorial Hall:**

(a) Registered Charity No:

(b) Authorised Representative:

Address:

Telephone Number:

**1.3 Hirer:**

(a) Name:

(b) Organisation:

(c) Name of Organisation's Authorised Representative:

**NOTE: Persons signing must be 18 years of age or over.**

(d) Address:

(e) Contact Telephone Numbers:

**1.4 Hire Fee:**

**1.4a Security Deposit:**

The Hirer must pay a £60 security deposit on receipt of the Hiring Agreement, in order to secure the booking.

Additionally, the hire fee must be paid in full at least 14 days prior to the commencement of the hire period.

**Please make cheques payable to: Sparsholt Memorial Hall**

The above security deposit will be refunded within 28 days of the termination of the hire period, provided that no damage or loss has been caused to the premises and/or contents nor complaints made to the Hall Booking Secretary about noise or other disturbance during the hire period, or as a result of the hiring.

**1.5 Premises:**

Main Hall required?

Mosaic Room required?

Storage of equipment required?

**1.6 Purpose/description of hiring:**

Will this be a public/private event?

Is food to be provided at the event?

Is cutlery/ china required for the event?

Commercial Use?

2. The Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. Please confirm which licensable activities will take place at your event:

Activity	The hall is licensed for the following activities	Times for which the activity is licensed	Indicate activities to take place at your event (must be completed by the Hirer)
a. The performance of plays	Yes	14.00 - 23.30	
b. The exhibition of films	Yes	14.00 - 23.30	
c. Indoor sporting events	Yes	14.00 - 23.30	
d. Boxing or wrestling entertainment	Yes	14.00 - 23.30	
e. The performance of live music	Yes	14.00 - 23.30	
f. The playing of recorded music	Yes	14.00 - 23.30	
g. The performance of dance	Yes	14.00 - 23.30	
h. Entertainments similar to those in a – g	Yes	14.00 - 23.30	
i. Making music	Yes	14.00 - 23.30	
j. Dancing	Yes	14.00 - 23.30	
k. Entertainment similar to those in i – j	Yes	14.00 - 23.30	
l. The provision of hot food/drink after 11pm	Yes	23.00 - 23.30	
m. The provision of alcohol	Yes	14.00 - 23.30	
n. The sale of alcohol	No	N/A	

- 2.1 Have you indicated at 2 (n) that alcohol will be for sale at your event?

Yes/ No

If you answer **yes** to the above question, you will need a **Temporary Event Notice** to be given for the event – **see paragraph 2.4 below**.

- 2.2 The hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers.

Main Hall:	Dancing	220
	Seated	140
Mosaic Room:		25

- 2.3 The hall has a licence with the Performing Right Society for the performance of copyright music.

- 2.4 In order to hold a licensable activity on the premises or on part of the premises not covered by the Hall's Premises Licence, a Temporary Event Notice (TEN) will need to be given to the Licencing Authority by the Hirer.

The Hirer shall obtain the written consent of the Hall Management Committee on the form provided (on request) for this purpose before giving the Licencing Authority a TEN.

Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENs which can be granted annually for any premises. Lack of co-operation could affect future fundraising by the Hall Management Committee and local voluntary organizations.

3. The Hirer (or its authorised representative) agrees to be present throughout the hiring and to comply fully with this Hiring Agreement.
4. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

**A) This Hiring Agreement is subject to the full *Standard Conditions of Hire* together with any additional conditions imposed by the Sparsholt Memorial Hall Management Committee.**

**B) PARTICULAR ATTENTION IS DRAWN TO PARAGRAPHS 6, 7 & 8 - WHICH RELATE TO FIRE SAFETY.**

**C) ATTENTION IS ALSO DRAWN TO THE HIGHLIGHTED WORDS OF PARAGRAPH 2 – WHICH RELATE TO THE SUPERVISION OF CAR PARKING AND THE AVOIDANCE OF HIGHWAY OBSTRUCTION.**

**D) Copies of the *Standard Conditions of Hire* are available on request, and are also displayed at the Hall.**

**E) For convenient reference, the key points of the *Standard Conditions of Hire* are summarized in the attached document - Summary Terms & Conditions of Hire.**

**F) A copy of the *Fire Safety Checklist for Hirers* is also attached, for use before public admission to the Hall.**

**G) All of the above referenced documents can be downloaded at:  
<http://www.sparsholtparish.org/index.php?&pg=Organisations>**

**As Witness the hands of the parties hereto:**

Signed by the person named at 1.2(b) above, duly authorised, **on behalf of the Sparsholt Memorial Hall Management Committee**

Name (in capitals):

Signature:

Signed by the person named at 1.3(a) above or at 1.3(c) above, duly authorised, **on behalf of the organisation or Hirer.**

Name (in capitals):

Signature: