

BOOKING FORM

Wetwang Village Community Hall

DATED

PARTIES

1. Wetwang Village Community Hall
2.

- (1) The Village Hall named in clause 1.2 acting by its management committee (“Village Hall”).
- (2) The person or organisation named in clause 1.3 (“Hirer”).

AGREED as follows:

1. In consideration of the hire fee described in clause 1.4, the Village 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. This Hiring Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached schedule.

1.1 Date (s) required:

Day	<input type="text"/>	Time from	<input type="text"/>
Time you require access to the hall	<input type="text"/>	To	<input type="text"/>
		Setting up time	<input type="text"/>

1.2 Village Hall

a. Registered Charity Number :	523308
b. Authorised Representative:	Ann Hope (Chairperson) or Jenny Young (Caretaker)
Address:	Village Hall, Southfield Road, Wetwang. YO25 9XX
Telephone Number:	01377 236572

1.3 Hirer:

(a) Name	<input type="text"/>
(b) Organisation	<input type="text"/>
(c) Name of Organisation's Authorised Representative	<input type="text"/>
(d) Address	<input type="text"/>

(e) Email Address

(f) Contact Telephone Numbers

1.4 Hire

Fee

£

Deposit

£

The Hirer shall pay as deposit £20. The balance of the booking fee is payable on receipt of an invoice after the event (the deposit having been paid on the signing hereof).

Balance

£

Commercial use? Yes/No

1.5 Premises (Main Hall, Meeting room, Kitchen and Mezzanine Deck).

Whole of Hall

If part of hall please specify

1.6 Purpose/description of hiring

This will be a public/private event?

1.7 Is food to be provided at the event?

2. The Village 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 (must be completed by the committee)	Times for which the activity is licensed (must be completed by the committee)	Indicate activities to take place at your event (must be completed by the hirer)
a. The performance of plays	X	0800 - 0000	
b. The exhibition of films	X	0800 - 0000	
c. Indoor sporting events			
d. Boxing or wrestling entertainment			
e. The performance of live music	X	Weekdays & Saturday 0800 – 0000 Sundays 0800 - 2300	
f. The playing of recorded music	X	As above	
g. The performance of dance	X	As above	
h. Entertainment similar to those in a-g	X	As above	
i. Making Music	X	As above	
j. Dancing	X	As above	
k. Entertainment similar to those in i-j	X	As above	
l. The provision of hot food/drink after 11pm			
m. The sale of alcohol			

2.1 Have you indicated at 2 (m) that alcohol will be available at your event?

If you answer yes to the above question, you will need to seek written permission from the management committee in order for a bar to be provided or arranged with the Village Hall's Designated Premises Supervisor or for a Temporary Event Notice to be given for the event. The management committee will require you to complete a separate form detailing your requirements.

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

Main Hall	140	Number of people anticipated at your event	
Main Hall with full stage	120	Main Hall	
Meeting Room	30	Meeting Room	

- 2.3 Where a licensable activity will take place, the hirer hereby acknowledges receipt of a copy of the conditions of the Premises Licence and/or operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agrees to comply with all obligations therein.
- 2.4 The hall has a licence with the Performing Right Society for the performance of copyright music.
- 2.5 In order to hold a licensable activity on the premises or on part of the premises not covered by the Hall's Premises Licence or where a hall does not have a Premises Licence, a Temporary Event Notice (TEN) will need to be given to the licensing authority.

The Hirer shall obtain the written consent of the management committee on the form provided for this purpose before giving the licensing authority a TEN. Failure to do so will result in the cancellation of the hiring without compensation because there is a limit on the number of TEN's which can be granted annually for any premises. Lack of co-operation could affect future fundraising by the hall management committee and local voluntary organisations.

3. The Hirer agrees with the village hall to be present (by its authorised representative, if appropriate) During the hiring and to comply fully with this Hire Agreement.
4. It is hereby agreed that the Standard Conditions of Hire together with any additional conditions Imposed under the Premises Licence (see clause 2.3) or that the village hall management committee Deem necessary shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Village Hall and the Hirer.
5. None of the provisions of the 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.

As witness the hands of the parties hereto:

Signed by the person named at 1.2 (b) above, duly authorised, on behalf of the Village Hall's Management Committee.

The information collected on this booking form is for use by the Village Hall to contact you regarding your booking and to generate an invoice. No information will be shared with any third parties without your permission. Please tick this box to agree to your details being held for the purposes set out above.

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

Please note that signatures do not need to be witnessed.

Additional Requirements.

I require the use of the Stage (extra charge)	
I require tables and chairs to be set out. (extra charge)	
I require the use of Wine Glasses/Beer Glasses	
I require the use of Cutlery for place settings Other than the standard cutlery provided. (extra charge)	
I require the use of Crockery other than the cups and mugs in the kitchen. (extra charge)	
I require the use of the showers. (extra charge)	
I require the use of the Amplifier and Music Centre	

Please return your booking form (s) in person to:

Wetwang Village Hall
Southfield Road
Wetwang
Driffield
YO25 9XX

Or by post to:

Wetwang Village Hall
c/o 4 York Road
Wetwang
Driffield
East Yorkshire
YO25 9XH