The Village Hall,

Littlemore

 Registered Charity 1168882

**Hire agreement: business event**

1. Use.

The hall may only be used for the purpose and at the times on the booking form.

The hire charge covers use of the hall and the kitchen. They garden may also be used on dry days in the summer months.

2. Deposit and payment

A non-returnable deposit of £25 must be paid in advance to secure the booking. Payment should be made by bank transfer.

Account name: The Village Hall Littlemore

Sort Code: 30-98-97

Account number: 47613260

An invoice for the balance will be issued after the event.

The hall hire charge applies for the full hours you have booked. If you arrive early or leave late, you may be charged for the extra time. A charge will also be made for any breakages, damage, or inappropriate disposal of rubbish.

3. Cancellation.

 i) If you cancel the booking with less than two weeks notice, fifty percent of the hire fee will be retained

 ii) We reserve the right to cancel the booking if

* the hall is to be used as a polling station
* the hall is unfit for use
* the hall is needed for a civil emergency
* we consider its proposed use to be unlawful in any way

4. Liability

You are responsible for any damage to the hall, and any damage or loss to its contents during the period of hire.

You are also responsible for any losses, damages or costs incurred by a third party as a result of your hire of the hall.

5. Responsibility and supervision.

 i) The person signing this form, or their named representative, is responsible for the hall and must be present throughout the event. They must be available for short handover sessions before and after their event.

 ii) Anyone under 18 years old must be supervised by a responsible adult.

6. Use of equipment.

* Use of electrical equipment must be agreed when making your booking
* Any electrical appliances you bring into the hall must be PAT tested, in good working order, and used in a safe manner
* We do not allow additional heating or cooking appliances,

7. Fire safety.

On arrival you will be shown be shown the location of fire exits, extinguishers, and the designated assembly point.

* Fire exits must never be blocked.
* Smoking is not permitted in the hall.

8. Accidents and incidents

A First Aid box is located in the kitchen, together with the Accident Book. Serious accidents or incidents must be reported to the Hall Representative and recorded in the Accident Book at the end of your session.

9. Food and drink

Please ensure that proper standards of hygiene are observed if you are preparing or serving food.

No animals are allowed in the kitchen at any time.

You may serve alcohol, providing it is free of charge.

You must not sell alcohol, or sell tickets to exchange for alcohol, or ask for donations in exchange for alcohol. The hall is not licensed for these activities.

10. Noise

The hall is closely surrounded by houses; our neighbours are entitled to peace and quiet. You are asked to ensure that music and loudspeakers cannot be heard outside the hall, and that users leave the car park quietly, especially in the evening.

11. Clearing up.

The hall is run on a voluntary basis. Both the hall and garden should be left clean and tidy. You are asked to:

* separate your rubbish, using the food, re-cycling and general waste bins
* check that no rubbish has been left in the garden
* return furniture to where you found it

*I have read and agree to the above conditions*

Name.....................................................Date of event .....................From..............To...............

Address.......................................................................................................................................

Email........................................................................................Phone........................................

Signature....................................................................................................................................

May we contact you in the future? Yes/No

Hall representative.....................................................................................................................

Date .....................................

Please keep your copy for your records.

Updated 25.5..2022