

Name

Organisation (if applicable)

Name of Organisation's Authorised Representative

Address of Hirer or Organisation

Contact Telephone Numbers Home:
 Mob:

1.4. Hire Fee and deposits

Hire Fee £
 (to be completed after discussion with the duty officer)

Special deposit* £ 200.00 (See below*)
 (Regular users at the discretion of The Village Hall Committee)

*The special deposit cheque shall be dated at the function date and will be refunded within 28 days of the termination of the period of hire provided that :

- (a) No damage or loss has been caused to the premises and/or contents,
- (b) No complaints are made to The Village Hall Committee about noise or other disturbance during the period of hiring
- (c) No goods, equipment or property have been stored at the Hall outside of the hire period.
- (d) No decorations have been affixed to the walls, ceilings etc. and no blue tac, drawing pins, adhesive tapes or similar have been used anywhere in the hall
- (e) The keys are returned to the Duty Officer immediately after the event.

1.5. Premises

Whole of hall, *defined as:* main hall, meeting room/bar, kitchen and WCs.

If part of hall please specify

1.6. Purpose/description of hiring

(a) Commercial/public event

Describe type of event and whether food will be provided.

(b) Private event:

Describe type of event and whether food will be provided

2. LICENCES

The Village Hall holds a Premises Licence that authorises the following activities:

2.1 Indicate which activities will take place at your event:

Activity	Indicate activities to take place at your event (must be completed by the hirer)
a. The performance of plays	
b. The showing of films (Please state title and age classification)	
c. Indoor sporting events	
d. The performance of live music	
e. The playing of recorded music	
f. The performance of dance	
g. Making music	
h. . Dancing	

2.2 If you intend to sell alcohol (which includes providing free alcoholic drinks at any event where people have paid to attend) you must apply to Bedford Borough Council for a Temporary Events Notice (TEN).

The Hirer shall obtain the written consent of the management committee via the form available at Appendix 1, **before** applying to the licensing authority for a TEN. Failure to do so will result in cancellation of the hiring without compensation.

A copy of the TEN, endorsed as acknowledged by Bedford Borough Council, must be given by the hirer to the duty officer/booking secretary at least 48 hrs prior to the commencement of the hiring and the conditions attaching to the TEN must be strictly complied with by the hirer.

- 2.3 Although the hall has a licence with the **Performing Right Society** (PRS) for the performance of copyright music, it may not cover commercial hirers who need to make their own enquiries with regard to a P.R.S. Licence.
- 2.4 The hirer agrees not to exceed the maximum permitted number of people in the hall including the organisers/performers. The maximum permitted number is **80** persons seated at tables and **100** standing.
- 2.4 The Hirer agrees to be present at all times during the event and to comply fully with this Hire Agreement.
- 2.5 It is hereby agreed that the Standard Conditions of Hire, together with any additional conditions imposed under the TENS, the PRS Licence or those 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.
- 2.6 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.
- 2.7 The use of inflatables (i.e. of bouncy castle type) is permitted outside only. The Hirer should obtain written consent from the management committee and produce evidence of suitable insurance.
- 2.8 The Hirer will ensure that parents attending the hall are aware that the land at the rear is uneven and the northern boundary of the grounds is adjacent to a fast, deep water course. The boundary fencing adjacent to the brook is suitably signed but **parents are responsible for ensuring their children’s safety at all times, and especially when playing outside”**.
- 2.9 **The hirer, in signing this contract has agreed that the Standard Conditions of Hire have been read and accepted.**

As Witness the hands of the parties hereto:

Signed by the duty officer as described in 1.2 (b)) above, duly authorised, on behalf of The Village Hall’s Management Committee. (Note to hirer: this will be countersigned and retained by the Ravensden Village Hall duty officer upon receipt)

Signature of duty officer

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.

Signature of hirer

Please note that signatures do not need to be witnessed.

- Return the signed application form and the TEN application form (if applicable) to:
Ravensden Village Hall Management Committee
Ravensden Village Hall, Church Hill, Ravensden, Bedford Mk44 2RL
- Retain a copy of the Application form for your own records
- **Do not send back the Standard Conditions of Hire or the Appendices. These are for your reference.**
- Enclose a cheque for the hire fee
- Enclose a cheque dated at the event date for £200. (The special deposit)
- Commercial hirers: include a copy of your public liability insurance.