

Little Birch Village Hall Hiring Agreement

Little Birch Village Hall

Barrack Hill, Little Birch, HR2 8AZ

Authorised Representative:

Bookings Secretary, acting on behalf of the Little Birch Village Hall Management Committee (currently Linda Maden)

Bookings contact email: littlebirchvh@gmail.com

Bookings phone no: 07849637242

Name, address and phone no of hirer:

Hire details:

Date of hire	
Time and nature of event	
Preparation and clear up time	
Total time required	

Hire fee:

£11 per hour (Oct-April), £9 per hour (May-September)
£60 per day (£50 per day for residents of Little Birch, Kingsthorpe and Aconbury)
£4 per hour for preparation and clear up time.

Deposits:

At least one third of the total cost to be paid at the time of booking, and the balance to be paid prior to the event.

A returnable damage deposit is normally required in advance. However, the LBVH bank account is unable, currently, to return damage deposits by BACS. Therefore, no advance damage deposit will be required. Instead, by signing this agreement, the hirer accepts responsibility to pay for any damage or loss caused to the premises and/or contents during the hiring.

Deposit: £
Balance: £
Damage deposit: £

Signed by bookings secretary, on behalf of the Little Birch Village Hall's Management Committee

Linda Maden

Signed by the hirer

PROTECTION FOR MINORS AND VULNERABLE ADULTS

If your activity involves under 18s or vulnerable adults:

Parents/carers

A named parent or carer must be present and must agree to accept responsibility for ensuring that all those present abide by Little Birch Village Safeguarding Policy.

Responsible Parent/carers name, signature and date

Organisations

The hirer must provide current DBS certificates and the organisation's Safeguarding Policy for the adults organising the activity.

Responsible Adult name, signature and date

Booking Secretary Signature confirming date DBS certificates seen.....

RISK ASSESSMENTS

All regular hirers must provide a risk assessment which takes account of potential risks to individuals arising from the activities being undertaken and which has a plan to mitigate these risks. A sample template for risk assessment is available on the Village Hall page of the Little Birch Parish Council website at littlebirchparishcouncil.org

All hirers are responsible for the safety of any equipment which they bring on site.

Children must be supervised at all times in the bar/kitchen areas.

INSURANCE DISCLAIMER

The Little Birch Village Hall management committee accept hall hire bookings in good faith. The hall's own insurance will under no circumstances cover any claim arising from products, goods or services offered by the hirer.

If the hirer is operating as a business, they are responsible for ensuring that they have relevant and appropriate insurance, which shall include public liability insurance and on demand shall produce said evidence to the management committee.

Appendix 1

Regulated activities (sale of alcohol/ provision of music (recorded or live)

The Village Hall does not hold a Premises Licence. For private/commercial events, the organiser of the event must apply for a Temporary Event Notice if any regulated activities are planned.

Please note, if it is planned to sell alcohol at the event, advance written permission to do so must be obtained from the LBVHC, prior to applying for a TEN. A copy of the TEN then must be shown to the LBVHC representative in advance of the event.

Date written permission obtained:

- 1.1 The hirer agrees not to exceed the maximum permitted number of people in the hall, including the organisers/performers.

--

- 1.2 Where a licensable activity will take place, the hirer hereby acknowledges receipt of a copy of the Operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agrees to comply with all obligations therein. Please note, where the event includes licensable activities, there must be two named attendants available at the event, including the hirer, to meet the requirements of the licensing conditions and Operating Schedule.

- 1.3

Named attendant 1:

Named attendant 2:

The Hirer agrees with the LBVHC to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.

It is hereby agreed that the Standard Conditions of Hire together with any additional conditions the LBVHC 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.

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.

As Witness the hands of the parties hereto:

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

Linda Maden

.....

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

.....

Please note that signatures do not need to be witnessed.

APPENDIX 2

RISK ASSESSMENT TEMPLATE

(Name of group/organisation) Risk assessment

Assessment carried out by:

Date of assessment:

Date of review of assessment:

What are the hazards	Who might be harmed and how?	What are you already doing to control the risks	What further action do you need to take to control the risks	Who needs to carry out the action?	By when is the action needed?	Date Done

Audit details	
Status and date: Draft 16/1/2025	Approved by Committee on:
Next review date:	<i>As date above + 12months</i>
Version: 1.3	