**SHROTON VILLAGE HALL**

 Reg.Charity No 279297

**HIRING AGREEMENT**

If you are considering the hire of Shroton Village Hall, the Bookings Secretary will be pleased to meet you to explain the procedure and discuss your requirements . The Standard Conditions of Hire and a Schedule of Special Conditions will be sent to you by the Bookings officer.

To check availability simply email or telephone:

campbellbriggs.t@gmail.com 01258861178.

Standard Conditions of Hire: Sent by the Bookings officer.

To reserve a booking complete the Hiring Agreement below:

 SHROTON VILLAGE HALL

 Hiring Agreement Form:

| Name of Hirer / Organisation: |  |
| --- | --- |
| Address of Hirer / Organisation: |  |
| Address and reference for invoicing |  |
| Telephone Number(s):  |  |
| Contact Email: |  |
| Day  |  |
| Date |  |
| Time |  |

 1, Details of Hiring:

| Purpose of hiring |  |
| --- | --- |
| Approximate number of attendees: | Adults | Children |
| Is it/are they Private or Public event(s)? |  | Commercial Use? |  |
| Will alcohol be for sale? \*\*\* |  |  |  |
| Will music be played at your event(s)? |  |

\*\*\* Complete the Licensable Activity Booking Form Request :

campbellbriggs.t@gmail.com

1. Hiring fee rates for bookings to 31 December 2022.

| Time | Days | Non-Villagers | Villagers (-10%) | Church, etc. (-20% |
| --- | --- | --- | --- | --- |
| 08:00 – 13:00 | Mon-Fri | £25 | £22.50 | £20 |
|  | Sat, Sun | £30 | £27 | £24 |
| 13:00 – 18:00 | Mon-Fri | £25 | £22.50 | £20 |
|  | Sat, Sun | £30 | £27 | £24 |
| 18:00 – 23:00 | Mon-Thu | £30 | £27 | £24 |
|  | Fri-Sun | £40 | £36 | £32 |
|  |  |  |  |  |
| Hourly |  | £10/hr | £9/hr | £8/hr |

Payment made to: Shroton Village Hall Committee.

BACS Transfer details:

Account Name: Shroton Village Hall Committee

Account No: 59515189

Sort Code: 09-01-55

Cash/cheques can be dropped off or posted to:

Mrs T Briggs,

2 Old Mill Cottages,

Main Street,

Shroton,

Blandford Forum,

Dorset,

DT11 8TW.

I confirm that the hiring organisation has the following Public Liability Insurance covering the periods of hire and have provided a copy.

| Insurance Company:  |  |
| --- | --- |
| Policy Number:  |  | Expiry Date: |  |

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

| Activity | The hall is licensed for | Times for which the activity is licensed | Indicate activities to take place at your event |
| --- | --- | --- | --- |
|  |  | Mon – Sat | Sunday |  |
| The performance of plays | ✔ | 800 - 2300 | 800 - 2300 |  |
| The exhibition of films | ✔ | 0800 –2300 | 800 - 2300 |  |
| The performance of live music | ✔ | 800 - 2300 | 800 – 2300 |  |
| The playing of recorded music | ✔ | 800 - 2300 | 800 – 2300 |  |
| Dancing | ✔ | 800 - 2300 | 800 – 2300 |  |
| The sale of alcohol (this includes alcohol offered within ticket price) | ✔ | 1100 - 2300 | 1200 - 2230 |  |

In order to comply with the Licensing Acts Hirers should secure written agreement of the Management Committee before the event if they intend to provide or sell alcohol

I have read, and agree to abide by, the Conditions of Hire Policy & Schedule of Special Conditions of Hire

I understand that my booking is not confirmed until I have paid the full Booking Fee.

A 10% damage deposit must be paid before the date of hire.

Signed ……………………………………….…………….. Date …………………………………

| Name of Hirer’s authorised representative: |  |
| --- | --- |
| Signature: |  |
| Date: |  |

Please return to Tracy Briggs at:

 campbellbriggs.t@gmail.com