

Oswaldkirk Village Hall

Registered Charity No 523399

The following documents are relevant to any person[s] or organisation hiring the Village Hall and can be viewed at oswaldkirk.org: -

Hiring Agreement

Standard Conditions of Hire

Special conditions of Hire during Covid-19

Hirer's information and induction sheet. Basic aspects will be explained to hirers who will be asked to sign to confirm their understanding and acceptance.

Health and Safety policy

Premises Licence – including licensable activities, mandatory conditions and conditions consistent with the operating schedule

Hiring Agreement

DATE: -

PARTIES: -

1 Oswaldkirk Village Hall

[The Village Hall named in clause 2.2 managed by the Trustees]

2

[The person or organisation named in clause 2.3.]

AGREED: - as follows:

1. Throughout this Agreement:

- the Village Hall named in clause 2.2 is referred to as "we"; "our" is to be construed accordingly and "we" and "us" mean and include the Village Hall's charity trustees, employees, volunteers, agents and invitees
- the person or organisation named in clause 2.3 is referred to as "you"; and "your" is to be construed accordingly; "you" also includes the members of your management committee (if appropriate), your employees, volunteers, agents and invitees
- where you must seek our consent, tell us about something or give us something, you must speak to and seek the consent of the booking's secretary or if unavailable, any of the charity's trustees.

2. In consideration of the hire fee specified in clause 2.4, we agree to permit you to use the Oswaldkirk Village Hall for the purpose(s) described in clause 2.5 for the period(s) stated in clause 2.1. The details inserted in sub-clauses 2.1 to 2.5 below and the answers to the questions below are terms of this Agreement. This Agreement also includes the attached Standard Conditions of Hire.

2.1 Date(s) it is proposed to hire the village hall or equipment: -

Date (s) From To

Date (s) From To

Date (s) From To

2.2 Village Hall contacts: -

Registered Charity No: 523399 Authorised Representative: Patricia Thompson

Telephone Number: 01439 787168 Email: info@oswaldkirk.org

2.3 Hirer: -

Note: - Bookings will not be accepted from persons under the age of 18. For private functions involving young people the Hirer must be an adult, must be present during the event and must ensure that the ratio of adults to young people will be at least 1:10. In situations where a function is planned for children, young people or vulnerable adults, the Hirer will be required to inform the Bookings Secretary of the arrangements to cover the requirements of safeguarding protocols and any other associated issues.

Name of organisation:

Category of organisation:

Name of organisation's Authorised Representative:
.....

Address:
.....

Telephone Number:

Email

2.4 Hire Fee: -

Hire Fee £

Deposit £

Any deposit payable will be fixed by the Trustees, may vary dependent upon the purpose of the hire and will be advised by the Bookings Secretary. Hirers must pay the full booking fee and deposit 24 hours before an event takes place. Potential hirers should note that for any large events such as parties, celebrations or when alcohol is available the deposit required will, as a minimum, equate to the value of the "excess" demanded by the insurers.

The Trustees will refund the deposit within 14 days of the hire provided that no damage or loss has been caused to the premises and/or contents and no complaints have been made to us about noise or other disturbance as a result of the hiring.

2.5 Purpose / description of hiring: -

Note – the kitchen does not meet the standards required of a commercial kitchen where food is to be prepared, cooked and sold.

Is the hire based on a function for children, young people or vulnerable adults? Yes / No

If the answer is yes further information will be required.

3. Occupancy levels

The hirer agrees not to exceed the maximum permitted number of people including the organisers/performers etc.

Seated event: 60 persons. Standing event ie no tables being used: 80 persons

THE PRIMARY REQUIREMENT IS THAT ESCAPE ROUTES ARE NOT BLOCKED AND EGRESS FROM THE BUILDING VIA THE THREE FIRE DOORS IS MAINTAINED AT ALL TIMES.

4. Licencing

We have a Premises Licence authorising entertainment and the sale of alcohol until 11PM. You hereby acknowledge 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 agree to comply with all obligations therein. If we believe that a Temporary Event Notice (TEN) would be in our best interests for this hiring, we will require you to apply to Ryedale District Council for this and if approved, provide a copy in advance of the hire.

4.1 Is alcohol to be provided at the event? Yes / No

4.2 Will a film be shown? Yes / No

The hirer will be responsible for ensuring that the film is relevant to the ages of the audience. Our license allows the showing of films but the hirer will be responsible for any fee payable to the distributor of the film to be shown.

4.3 Will live music be performed? Yes / No Will recorded music be played? Yes / No

We hold a licence with PPL PRS Ltd which allows the use of commercial music in the hall. The licence does not cover artists who perform for a living or organisers running commercial events for their own gain. In these circumstances the hirer/organiser/artists should hold their own licence.

5. You [or your authorised representative, if appropriate] agree to be present during the hiring and to comply fully with this Agreement.

- 6. We and you hereby agree that the Standard Conditions of Hire [attached], together with any additional conditions imposed under the Premises Licence or conditions that we deem necessary, form part of the terms of this Agreement unless we and you agree in writing.
- 7. 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.

Signed by the person named at 2.2 above, duly authorised, on behalf of the Village Hall.

Signature Date

Name

Signed by the person named at 2.3 above, or their duly authorised representative, [on behalf of the organisation named where applicable].

Signature Date

Name