**PIDDINGTON VILLAGE HALL**

**HIRING AGREEMENT**

PARTIES (1) The Village Hall named in clause 1.2 acting by its Management Committee (“Village Hall”)

(2) The person or organisation named in clause 1.3 (“Hirer”)

AGREE as follows:

1. In consideration of the hire fee described in clause 1.4, the Village Hall agrees to permit the Hirer to use the premises described in clause 1.2 for the purpose described in clause 1.5 for the period(s) described in clause 1.1. The details inserted in clauses 1.1 to 1.5 inclusive below and the answers to the questions in clause 2 are terms of this Agreement. This Agreement includes the Piddington Village Hall Standard Conditions of Hire and any special conditions of hire as notified by the Village Hall Management Committee (PVHMC) at the time of hiring.
   1. Date(s) required:

|  |  |  |  |
| --- | --- | --- | --- |
| Date 1 | Click here to enter a date. | Choose an item. | Choose an item. |
| Date 2 | Click here to enter a date. | Choose an item. | Choose an item. |
| Date 3 | Click here to enter a date. | Choose an item. | Choose an item. |
| Date 4 | Click here to enter a date. | Choose an item. | Choose an item. |
| Date 5 | Click here to enter a date. | Choose an item. | Choose an item. |
| Date 6 | Click here to enter a date. | Choose an item. | Choose an item. |

Preparation required: Choose an item.

1.2 Village Hall

|  |  |  |
| --- | --- | --- |
| (a) | Name: | Piddington Village Hall |
| (b) | Registered Charity No.: | 1072261 |
| (c) | Authorised Representative: | Booking Clerk |
|  | Address: | Ludgershall Rd, Piddington, Oxfordshire OX25 1PU |
|  | Telephone No.: | 07922 040 550 |
|  | Email: | [piddingtonvillagehall@gmail.com](file:///C:\Users\User\Documents\Piddington\Village%20Hall\Important%20documents\Hiring%20the%20hall\piddingtonvillagehall@gmail.com) |

1.3 Hirer

|  |  |  |
| --- | --- | --- |
| (a) | Name: | Click here to enter text. |
| (b) | Organisation | Click here to enter text. |
| (c) | Authorised Representative: | Click here to enter text. |
|  | Address: | Click here to enter text. |
|  | Telephone No.: | Click here to enter text. |
|  | Email: | Click here to enter text. |

1.4 Hire Fee

Fee rates: Monday – Sunday, 0900–1800, £10 per hour (£7 per hour for Piddington residents)

Monday – Thursday, 1800–2300, £10 per hour (£7 per hour for Piddington residents)

Friday and Saturday, 1800–2359, £75 per evening (£52.50 for Piddington residents)

Sunday, 1800–2359, £50 per evening (£35 for Piddington residents)

Children’s parties, 4 hours, £35 (£24.50 for Piddington residents)

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| Net Hire Fee: | Click here to enter text. |
| Other requirements: | Click here to enter text. |

The Hirer shall pay in advance the full cost of the booking in one of the following ways:

1. Cash by arrangement
2. Cheque made payable to PVHMC to be addressed to:

The Treasurer, PVHMC, Brook Cottage, 55 Thame Road, Piddington, Bicester, OX25 1PY

1. Bank Transfer to: CAF Bank, Sort code: 40-52-40, Account Number: 00015445

1.5 Purpose/description of hiring:

|  |  |
| --- | --- |
| For what purpose will the Village Hall be hired? | Click here to enter text. |
| *Please give a description of the nature of the event* |  |
| Do you intend to store any equipment at the Village Hall? | Choose an item. |
| *If so, please give details* | Click here to enter text. |
| Do you intend to sell tickets for this event? | Choose an item. |
| Do you intend to provide food at this event? | Choose an item. |
|  |  |

1. Licensable activities

2.1 Entertainment

The Village Hall **does** hold the following licences to cover the provision of regulated entertainment on the premises described in clause 1.2:

1. a Performing Right Society (PRS) licence
2. a Phonographic Performance Licence (PPL)
3. Both licences are a legal requirement for the performance of copyright music in public.

2.2 Alcohol

If alcohol is to be provided at the event, the Hirer must issue a Temporary Event Notice (TEN) to the local licensing authority (Cherwell District Council) and the police at least 10 clear working days before the day of the event.

Before giving the licensing authority a TEN, the Hirer shall first obtain the written consent of the PVHMC. Failure to do so will result in the cancellation of the hiring without compensation because there is a limit on the number of TENs which can be granted annually for any premises.

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| Do you intend to sell alcohol at this/these event(s)? | Choose an item. |
| Have you obtained the written consent of the PVHMC to issue a TEN? | Choose an item. |

Contact Cherwell District Council for further information: [www.cherwell.gov.uk/index.cfm?articleid=3397](http://www.cherwell.gov.uk/index.cfm?articleid=3397); email [licensing@cherwell-dc.gov.uk](mailto:licensing@cherwell-dc.gov.uk) or phone 01295 753744.

1. The Hirer agrees not to exceed the maximum permitted number of people, 120, including the organisers/performers.
2. The Hirer agrees with the Village Hall to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hiring Agreement.
3. It is hereby agreed that the Standard Conditions of Hire together with any additional conditions imposed under the premises licence or that the PVHMC deem necessary shall form part of the terms of the Hiring Agreement unless specifically excluded by agreement in writing between the Village Hall and the Hirer.
4. 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.

We have read and agree with the terms of this Hiring Agreement:

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| --- | --- |
| Signed by the person named at 1.2(c) above, duly authorised, on behalf of the PVHMC:  Click here to enter text. | Dated: Click here to enter a date. |

|  |  |
| --- | --- |
| Signed by the person named at 1.3(a) or at 1.3(c) above, duly authorised, on behalf of the organisation named at 1.3(b) above, where applicable:  Click here to enter text. | Dated: Click here to enter a date. |

Our full Standard Conditions of Hire are displayed in the Village Hall and on the Piddington Village website or are available on request.