

**Your booking will only be confirmed when you sign and return this form to the Booking Secretary (together with the Deposit amount for a One-off Event). We suggest you take a copy for your records.**

## BOSBURY PARISH HALL HIRING AGREEMENT

TODAY'S DATE

PARTIES

1. The Bosbury Parish Hall

2. ....

1. The Bosbury Parish Hall named in clause 1.2 acting by its Management Committee ("Parish Hall").
2. The Person or Organisation named in clause 1.3 ("Hirer").

### AGREED as follows:

1. In consideration of the Hire Fee noted in clause 5 below, the Parish Hall agrees to permit the Hirer (clause 1.3) to use the parts of The Parish Hall (noted in clause 1.4) for the purposes described in clause 1.5 for the period(s) detailed on page 4 of this Agreement. The details given in clauses 1.3 to 1.5 below and the answers to the questions in clause 2 are the terms of this agreement.

This Hiring Agreement shall be read in conjunction with BHP02 Standard Conditions of Hire and the Special Conditions of Hire (if applicable) together with BPH03 Information Sheet and BPH04 Fire Procedure. These three documents apply to the Agreement and shall be kept by the Hirer for reference.

- 1.1 Dates(s) and times required shall be as given in detail on the Hiring Agreement page 4. **It is important that hours booked must include time for preparation / setting up and closing down / clearing away.**

### 1.2 The Parish Hall:

(a) Registered Charity No

520938

(b) Authorised Representative

Mrs Angela Clarke (Booking Secretary)

Address

Church Cottage, Bosbury, Ledbury, Herefordshire HR8 1PU

Telephone Number

01531 640828

### 1.3 Hirer:

(a) Your Name

(b) Organisation (if applicable)

(c) Name of Organisation's Local Authorised Representative

Your Address

Contact Telephone Numbers

Day

Evening

- 1.4 Premises requirement: please tick the boxes below to show your room/facility requirement.

Main Hall

Meetings Room

Kitchen (Full Use)

Standard Rates    £ 11.50 / hour    £ 7.50 / hour    £ 5.00 / hour

Reduced rate for a regular series of bookings. Additional 15% Discount for Bosbury Residents.

1.5 Purpose/description of hiring

--

Is this a Commercial event?

YES / NO
----------

2. **Licence Details.** The Parish Hall has a Premises Licence authorising the following regulated entertainment activities in front of an audience within the times shown. Please confirm which (if any) licensable activities will take place at your event:

Activity	The hall is licensed for this	Times for which the activity is licensed (Times are shown in 24hr clock format)	Please mark YES for the activities taking place at your event
a. The performance of plays	YES	Mon - Sun 11.30 - 23.30	
b. The exhibition of films	YES	Mon - Sun 08.00 - 01.00	
c. The performance of live music	YES	Mon - Sun 11.00 - 01.00	
d. The playing of recorded music	YES	Mon - Sun 11.00 - 01.00	
e. The performance of dance	YES	Mon - Sun 11.00 - 01.00	
f. The sale of alcohol	YES	Mon - Sun 11.30 - 23.30	

**NOTE: Christmas Eve and New Year Eve times are from 11.30 hrs - 01.00 hrs**

- 2.1 **Alcohol Sales.** If the answer to ‘f’ above is YES, you will need to arrange for a Form of Authority (available from the Booking Secretary). This has to be signed by the Hirer and the Hall Secretary and a copy must be present at the event.
- 2.2 **Music.** The Hall **does not have** a licence with the Performing Right Society for the performance of copyright music. If required, the Hirer must take out a licence themselves.
- 2.3 **Temporary Event Notice.** For any Licensable Activity not covered by the Hall Licence or where required by the Parish Hall, you will need to apply to Herefordshire Licensing Authority for a Temporary Event Notice (TEN). You must inform the Hall Committee beforehand if you intend to do this as there is an annual limit as to how many TEN’s can be granted.
- 2.4 **Maximum Number of People.** The Hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers.

Main Hall	162
Meetings Room	34

**The total legally permitted number for the Parish Hall premises, allowing for a kitchen staff of 4, is 200 persons.**

- 2.5 **Stewards/Fire Attendants.** For activities ‘a’ to ‘e’ above, the Premises Licence requires that 3 full-time stewards are in attendance during the event. Their names must be posted in the foyer.
- 3. **General Conditions** The Hirer agrees with the Parish Hall to be present themselves (or their Authorised Representative, if appropriate) during the hiring period and to comply fully with this Hire Agreement. Any change in notified Authorised Representative must be given, in writing, to the Parish Hall Booking Secretary prior to the start of the hiring.
- 3.1 It is hereby agreed that the Standard Conditions of Hire together with any additional conditions imposed under the Premises Licence or that the Parish Hall Management Committee deem necessary shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Parish Hall and the Hirer.
- 3.2 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.

4. **Hire Charges and Deposits:** For details see page 4 of this agreement.

4.1 **For One-off events**, the Hirer shall pay a **Booking Deposit** of **ONE THIRD** of the cost of the Hiring to secure the booking. In the event of cancellation for any reason this is non-returnable unless a replacement Hiring of the Hall is obtained. The **Balance** of the Hiring Charge is payable **TEN DAYS** before the event and, after this is paid, the complete Hire Charge is non-returnable. If the Balance and any Damage Deposit (see 4.2) is not paid ten days before the event, the booking will be considered cancelled.

4.2 **For Parties, Discos and Dances**, an additional **Damage Deposit** of **£100** shall be paid **TEN DAYS** before the event for which the premises are hired. This will be held against the costs of any damage to the Hall or equipment and will be returned within 48 hours after the event except in the event of any damage. The extent and cost of such damage shall be agreed as soon as possible and will be deducted from the Deposit and the balance refunded. If the cost of damage exceeds the Deposit, then the Hirer will immediately pay any balance to the Hall.

4.3 **For Regular Hirings**, that is a series of pre-booked hirings for a minimum of six sessions of at least one hour each held within a six-month period, no Booking Deposit is required and the Hirer will be sent a bill at the end of each month. Payment is due within 14 DAYS. Please note: Sessions are charged at a discounted rate and must be paid for in full if a session is cancelled for whatever reason.

5. Hire Fee, with Deposit and Balance where applicable, as shown on page 4 overleaf.

Total Hire Charge	£	
Booking Deposit	£	Enclosed herewith.
Balance	£	

**Payment: please make all cheques payable to Bosbury Parish Hall**

6. As Witness the hands of the parties hereto:

**Signed by the duly authorised Parish Hall Authorised Representative (named in clause 1.2 above), on behalf of the Parish Hall's Management Committee.**

**Signed by the Hirer or their Authorised Representative, who is duly authorised, on behalf of the organisation, where applicable (named in clause 1.3 above).**

I confirm I have read BHP02 Standard Conditions of Hire and the Special Conditions of Hire (if applicable) together with BPH03 Information Sheet and BPH04 Fire Procedure and will keep these documents handy for reference.

*Please note that signatures do not need to be witnessed.*

*If you have would like to complete our **Feedback form** giving your experience of using the Hall, we would very much appreciate it.*

