



East Worlington Parish Hall

East Worlington, Crediton, Devon EX17 4TS

www.ewph.uk

heritage@ewph.uk

Charity Number 267969

East Worlington Parish Hall Hire Agreement

- To hire East Worlington Parish Hall please complete in full and return this Hire Agreement to **Lorna Manton, Town Farm Barn, West Worlington, Crediton, Devon EX17 4TT** prior to the event.
- If emailing send to bookings@ewph.uk
- Bookings will not be valid without this form being completed in full prior to the event.

This Hire Agreement is made between
East Worlington Parish Hall Committee and the hirer detailed below.

HIRER DETAILS

Your Name	
Organisation Name	
Parishioner	Yes/No <i>(delete as appropriate)</i>
Your address	
Post Code	
Your email	
Your telephone contact number	

EVENT DETAILS

Event		
Date of Event		
Time of Event:	From:	To:

EQUIPMENT HIRE (DO NOT COMPLETE IF HIRING HALL)

Equipment	Cost Parishioners	Cost others	Number required
Stacking Tables	£1.00 each	£2.00 each	
Trestle Tables	£1.50 each	£3.00 each	
Chairs (stacking)	25p each	50p each	
Urn	£5.00	£10.00	
Crockery	£5.00	£10.00	
Cutlery	£5.00	£10.00	

Please sign to confirm booking and acceptance of terms & conditions within the Hire Agreement

Signed:

Date:

Print Name:

EAST WORLINGTON PARISH HALL - STANDARD CONDITIONS OF HIRE

If the Hirer is in any doubt as to the meaning of the following, the Hall Secretary or Booking Clerk should immediately be consulted.

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

Capacity: Fire Regulations permit 100 people standing or 80 seated in the hall

1. Supervision

THE HIRER will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents; their care, safety from damage however slight; or change of any sort and the behaviour of all persons using the premises whatever their capacity: including proper supervision of car parking arrangements so as to avoid an obstruction.

2. Use of Premises

THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof. It is not permitted to sell alcohol unless the hirer obtains a valid Temporary Events Notice which should, in the first instance, be approved by the Committee.

Heating & Lighting – a meter is situated by the entrance door into the hall and takes £1 coins.

3. Licences

THE HIRER shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor, from Phonographic Performance Ltd or otherwise and for the observance of the same. The Hall holds a Premises Licence which includes the performance of a play, live music and dancing. The Premises Licence times are:

Sunday – Thursday 19.30 – 23.30, Friday & Saturday 19.30 – 23.59. Due to terms of the Premises Licence additional toilet facilities may be required, these are available at E Worlington Primary School at a cost of £10.

4. Gaming, Betting and Lotteries

THE HIRER shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

5. Public Safety Compliance

THE HIRER shall comply with all conditions and regulations made in respect of the premises by the

Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays. The Hirer will ensure s/he has read & will comply with the fire regulations and procedures displayed by the entrance to the Hall and is responsible for all users of the Hall during the event.

6. Health and Hygiene

THE HIRER shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

7. Electrical Appliance Safety

THE HIRER shall ensure that any electrical appliances brought by him to the premises and used there shall be safe and in good working order, and used in a safe manner.

8. Indemnity

THE HIRER shall indemnify the committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.

THE HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against him or her (or the organisation if acting as a representative) whilst using the Village Hall. (The Village Hall is insured against any claims arising out of its own negligence).

9. Accidents and Dangerous Occurrences

THE HIRER must report all accidents involving injury to the public to a member of the Management Committee as soon as possible. Any failure of equipment either that belonging to the hall or brought in by the hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. The Hall Secretary will give assistance in completing this form. This is in accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995.

10. Animals

THE HIRER shall ensure that no animals (including birds) except guide dogs are brought into the hall, other than for a special event agreed to by the Committee. No animals whatsoever are to enter the kitchen at any time.

11. Compliance With The Children Act

THE HIRER shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons have access to the children.

12. Fly Posting

THE HIRER shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the Hall, and shall indemnify the Committee accordingly against all action, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

13. Sale of Goods

THE HIRER shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers Recommended Retail Prices.

14. Cancellation

THE COMMITTEE reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, or as a national disaster centre, in which case the Hirer shall be entitled to a refund of any deposit already paid.

15. Unfit for Use

In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired the committee shall not be liable to the hirer for any resulting loss or damage whatsoever.

16. Refusal of Booking

THE COMMITTEE reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving 7 days' notice in writing to the hirer.

18. End of Hire

THE HIRER shall be responsible for leaving the premises and surrounding area in a clean and tidy

condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced otherwise the committee shall be at liberty to make an additional charge. The HIRER shall remove all rubbish, bottles and the like resulting from the hiring. Failure to do so may result in a surcharge. Unsold items from sales are not to be stored in the hall without prior permission from the Committee.

19. Noise

THE HIRER shall ensure that the minimum of noise is made on arrival and departure