



LOTTERY FUNDED

Peasmarsh Memorial Hall

Single Booking - Hire Agreement



Hirer Name _____

Address _____

Contact No _____

Email _____

Hire Purpose _____

Date of Hire _____ Times of Hire From _____ To _____

A total hire charge of £ ___:___ together with a **returnable deposit of £100** is payable at the time of booking

A bank transfer is preferred for the hire charge payment but cash or a returnable cheque is also acceptable

Details for payment by bank transfer

Sort Code 30-90-28 Account No 01970802 Ref _____

Cheques should be made payable to **Peasmarsh Memorial Hall Committee**

If the hirer is **under the age of 25** please give the name and address of the responsible person as per **condition 2**

Name _____

Address _____

Contact No _____

Email _____

The collection and return of keys and/or the unlocking of the hall to be mutually agreed between the hirer and the Booking Clerk

Please read carefully the **CONDITIONS OF HIRE** detailed on the reverse side of this hire agreement before signing

By signing this form you are accepting and agreeing to the **CONDITIONS OF HIRE** on the reverse side of the form

Return the signed form together with the returnable deposit and advanced payment for the hire period

Signed Hirer _____

Signed Responsible Adult (if different from Hirer) _____

Signed on behalf of Peasmarsh Memorial Hall Committee _____

To be completed by Booking Clerk

Hire fee received _____ Deposit received _____ Hall checked after use _____

Deposit returned _____ in full Yes / No (If no please give reason below)

I/We confirm deposit returned as detailed above Signed (Hirer) _____

**PEASMARSH MEMORIAL HALL
CONDITIONS OF HIRE**

1. **The Hirer** is responsible for the supervision of the premises during the period of hire, the fabric and the contents, their care, safety from damage however slight and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements and for ensuring that the highway is not obstructed.
2. **Age** Where the hirer is a person **under 25 years** of age the responsible adult shown on the declaration hereby accepts responsibility for being in charge of and being present at the premises **at all times during the period of the hire (except where the hire is a repeat booking and it has been agreed that the responsible adult need not be present)** and ensuring that all conditions of the Conditions of Hire relating to the management and supervision of the premises are met.
3. **Loss Or Damage** The hirer is liable for the cost of repairing any damage to any part of the property during the period of the hiring - **see also conditions 15, 22, 26 and 27.**
4. **Hirers Property** All property belonging to hirers or users brought onto the property is at **owner's risk.**
5. **Use Of Premises** The hirer agrees to not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in an unlawful way.
6. **Alcoholic Drink** The hall is not licensed for the sale of alcoholic drink and the hirer is responsible for ensuring that any licence(s) that maybe required are obtained prior to the event taking place.
7. **Publicity** The hirer agrees not to publicise their event on internet social networking sites or similar without prior agreement with the Hall Secretary or other Officer of the Committee.
8. **General or Local Elections** The committee reserves the right to cancel a hiring in the event of the hall being required for use as a Polling Station for a Parliamentary, Local or by-election, in which case the hirer shall be entitled to a refund of any fee and/or deposit paid.
9. **Fire Precautions** Fire regulations affecting the hall must be strictly adhered to. Fire extinguishers are available in the hall and a Fire Blanket in the kitchen. The maximum number of persons allowed on the premises, to accord with Fire Regulations is **100**. The emergency lighting of exits must remain on and visible (ie exit signs may not be covered) while the hall is in use.
10. **Fly Posting** The hirer agrees to not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the Hall and will be liable for all claims and proceedings arising from any breach of this condition.
11. **Single Hire Agreement** If the booking is cancelled before the date of the event and the Committee is unable to conclude a replacement booking then the question of forfeiture or repayment of the hire fee shall be at the discretion of the Committee.
12. **The Kitchen** may only be used for catering purposes and it should be noted that Rother District Council regulations forbid children in the kitchen and for safety reasons hirers should discourage children from entering the kitchen. The kitchen and all utensils must be left in a clean and fit condition otherwise a charge may be made for cleaning. All hirers must supply their own tea towels etc. and as there is **no refuse collection** from the hall all refuse and rubbish must be removed by the hirer otherwise a charge may be made for its disposal.
13. **In The Event** of the hall or any part thereof being rendered unfit for the use for which it had been hired, the committee shall not be liable to the hirer for any resulting loss or damage whatsoever.
14. **End of the Hiring** the hirer must leave the premises and surrounding areas in a clean and tidy condition, properly locked and secured, unless otherwise directed, and any contents temporarily removed from their place properly replaced.
15. **Deposit** A **£100 returnable deposit** is required against possible damage, disposal of waste or additional cleaning should this be necessary.
16. **The Committee** requests that all users of the hall respect the amenities of the village and bear in mind that noise, particularly late at night, is not appreciated by local residents.
17. **The Right To Decline** The committee reserves the right without giving reason to decline a booking or use of equipment belonging to the hall
18. **The Hall** is available for hire between **8.00am and 11.00pm** and must be **vacated by 11.30pm.**
19. **Smoking is NOT permitted anywhere within the Hall** however smoking is permitted within the hall grounds and smokers are asked to use the receptacle adjacent to the main door for the disposal of cigarette ends.
20. **Other Users** Hirers are requested to respect the reasonable needs of others who may be using the Hall's facilities at the same time.
21. **Discos** Hirers planning a disco for the Main Hall should note that all music be kept to a reasonable level and is to cease at 11pm prompt - hirers should liaise with the Booking Clerk before booking a disco or DJ (**Also see condition 25**).
22. **Fireworks** are not permitted as our insurance excludes fireworks or any other pyrotechnic device in the Hall or the Grounds.
23. **Stiletto Heels** Hirers are request to **not wear** these within the Hall and ancillary rooms to avoid damage to the wooden floors.
24. **Termination of a repeat hire agreement** The hire agreement can be terminate by either party by giving one month's notice and the committee reserve the right to terminate the hire agreement with immediate effect for a serious breach of these terms and conditions.
25. **Electrical Equipment** The use of hirers own electrical equipment (ie. sound equipment for a party) is permitted but we would ask that it has an up-to-date electrical test certificate and that its use is entirely at the **owner's risk.** The hall committee accepts no responsibility for any loss or damaged to hirers equipment however caused. It should be noted that the hall is equipped with a RDC electrical circuit breaker which may be tripped (resulting in a loss of power to the wall sockets) should a faulty appliance be connected to the power supply - should this happen it may not be possible for power to be restored for the rest of the hire period
26. **Bouncy Castles** For safety and insurance reasons these are **strictly prohibited** and their use will result in the **forfeiture of the full deposit** The committee shall **not be liable** for any claims for injuries or damages, however caused, which may arise from the use of a bouncy castle either within the hall or the hall grounds. The committee reserves the right, in addition to the retention of the full deposit, to claim compensation (**as per condition 3 of this agreement**) for any damaged deemed to have been caused by the use of a bouncy castle.
27. **Barbecues** For safety reasons these are not permitted and our insurance does not cover their use (**Also see condition 22**)