

HIRE AGREEMENT
Cheveley Parish Hall

Address: 102 High Street, Cheveley, Newmarket, Suffolk CB8 9DG

Every hirer must sign a hire agreement, whether or not they have paid to hire the Hall.

Should you have any questions regarding accessibility please contact the Hall Booking Secretary (email: parishhall@cheveley-pc.gov.uk) before completing this hire agreement.

DATED:

PARTIES

- (1) The Parish Hall named in clause 2.2 acting by Cheveley Parish Council.
- (2) The person or organisation named in clause 2.3.

AGREED as follows:

1. Throughout this Agreement:

- The Parish Hall named in clause 2.2 is referred to as “we”; “our” is to be construed accordingly and “we” and “us” mean and include Cheveley Parish Council, 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 and “you” also includes 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 consent from Cheveley Parish Council via the Booking Secretary

2. In consideration of the hire fee described in clause 2.4, we agree to permit you to use the premises described in clause 2.5 for the purpose described in clause 2.6 for the period(s) described in clause 2.1. The details inserted in sub-clauses 2.1 to 2.6 below and the answers to the questions in sub-clauses 2.7 to 2.11 are terms of this Agreement. This Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

2.1 Date(s) required:

Day(s):

Date(s):

Times required:

(Please include the times required to set up and clear away)

2.2 Parish Hall

Registered Organisation **Cheveley Parish Council**
Authorised Representative **Hall Booking Secretary – Phil Nutt**

Address **193 High Street, Cheveley, Newmarket CB8 9DG**

Telephone No. **07778 210554**

Email address parishhall@cheveley-pc.gov.uk

2.3 Hirer:

Name of hirer

Organisation (if applicable)

Name of Organisation's
Authorised Representative

Address

Telephone No.

Email address

2.4 Hire Fee

Hire Charges (from 1 April 2021)

Hire period	Hire by individual or community group rate per room	Hire by commercial organisation rate per room
Hourly	£10 per hour	£15 per hour
Half day (9-12) or (1-4)	£25	£40
Day (9-4)	£60	£90

Hire Fee

Refundable bond

£150 for weddings, parties, dances and commercial use

There are two rooms (plus shared kitchen and toilets). Rental charge is per room and each room can be rented out separately.

When a group is hiring a room at the Parish Hall, they should have a Safeguarding Policy (where appropriate) which we will require a copy of. If we have a request to hire the other room while one group has a booking, we will inform both hirers before the two rooms are booked at the same time so that each can confirm if this will comply with their Safeguarding Policy. For bookings that we are aware will have safeguarding concerns, e.g. children's groups, we will only hire one room at a time unless the groups agree they meet each other's Safeguarding Policies e.g. two children's groups.

You must pay the full cost of the booking at least 4 weeks before the hire date.

Regular users will be invoiced and should pay the amount of the invoice within 2 weeks. Failure to pay may result in cancellation of hire.

If applicable, the bond should be issued on a separate cheque or bank transfer. Cheques should be made payable to 'Cheveley Parish Council – Parish Hall Account'. We will refund the bond within 14 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents, nor complaints made to us about noise or other disturbance during the period of the hiring as a result of the hiring.

2.5 Premises

Parish Hall room(s) required	Jubilee Room / Garden Room
------------------------------	----------------------------

2.6 Purpose/description of hiring:

2.7 Will tickets be sold for your event? Yes / No

2.8 Is food to be provided at the event? Yes / No

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

2.10 Will there be exhibition of a film? Yes / No

2.11 Will live music be performed or recorded music played? Yes / No

3. You agree not to exceed the maximum permitted number of people per room including the organisers/performers

4. The Parish Hall has a licence with the Performing Rights Society (PRS) for the performance of copyright music.

4.1 We are in possession of a Premises Licence. This Agreement gives permission to you for a performance of live music, the playing of recorded music, or an exhibition of a film but only in accordance with the Deregulation Act 2015.

- (i) You are responsible for ensuring that screenings of film abide by age classification ratings.
- (ii) You agree that if regulated entertainment outside of the Deregulation Act 2015 is to be held you will obtain our consent to give notice of a TEN to the licensing authority.
- (iii) You agree to obtain our consent to give notice of your intention to provide alcohol at the event and to give notice of a TEN to the licensing authority.
- (iv) If monies are to be collected for donation to a 'good cause' or charity, all advertising for the event, wherever it appears – in print, on social media, website etc - should state which 'good cause(s)' will receive the donation. After the event, the Parish Council must receive a copy of the letter of thanks from the recipient of the donation.

If you fail to comply with (i), (ii), (iii) or (iv) above, we will cancel the hiring without compensation. This is because there is a limit on the number of TENs that can be granted annually for any premises. Lack of co-operation could affect future fundraising by us and by local voluntary organisations.

- 5.** You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.
- 6.** We and you hereby agree that the Standard Conditions of Hire, together with any additional conditions imposed under the Premises Licence or 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 on behalf Cheveley Parish Council

Signed by the hirer or hirer's representative