**Stokesby Village Hall & Social Club**

**Hire Agreement**

Please do not complete this booking form until you have confirmed with the booking office (01493 754136) that the date(s) you require are available.

This agreement is made on the date (1) and between the Stokesby Village Hall Management Committee and the hirer (3) named below whereby in consideration of the sum(s) mentioned (5)

The Committee agrees to permit the Hirer to use the premises (4) for the purpose (6) f0r the period described below.

To complete the booking form please click on the blue text box below:

1. **Date**: Click or tap to enter a date.
2. **Hirer**: Click or tap here to enter text.
3. **Organisation:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Telephone No:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**VH Rep:** Click or tap here to enter text.

1. **Areas of the Village Hall Required**: (*Please choose from the dropdown menu*) Choose an item.
2. **Hire Fees**

**Stokesby Resident**: Choose an item.

**Non Resident**: Choose an item.

1. **Purpose of Hiring:**  Click or tap here to enter text.
2. **Date of Hire**: Click or tap to enter a date.

Please Note if you are supplying alcohol or require the use of the bar for your event **YOU** will need to obtain a **Temporary Events Notice (TEN)** from *Gt. Yarmouth Licensing Dept.*

Failure to obtain the licence (*which needs to be seen and displayed in the bar*) will mean you will **NOT** be able to use the bar facility or supply your own alcohol in the building.

There is an additional charge for the use of the bar facility (*as we provide bar staff*) which is **included** in the prices.

A £20 refundable deposit is required with all bookings subject to the building being left in a clean and tidy condition and **ALL** rubbish removed.

The hirer agrees to be present during the hiring period and agrees to comply with the Terms & Conditions of Hire set out in the accompanying document.

Stokesby Village Hall Management Committee works with Norfolk Constabulary sharing Information on our bookings, in order to prevent crime and disorder.

This information has been brought to my attention on booking the hall and by placing my booking I acknowledge that I am aware.

**Signed**

 **Name (Please Print)**

 **Date**

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**Office use only**

**STOKESBY Village Hall**

**Conditions of Hire**

**The Hirer:**

1) will be present during the period of the hiring and will be responsible for the supervision of the premises, the fabric and 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 Fire Exits (they are not obstructed and are open), and car-parking arrangements to avoid obstruction of the highway.

2)    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 way unlawful, nor do anything which may endanger the same or render invalid any insurance policies in respect thereof.  Nor allow the consumption of alcoholic liquor thereon without the appropriate **Temporary Events Notice** licence being obtained from the Local Authority.

             (Please see note on booking form re ‘TEN’)

3) shall ensure that nothing is done on or in relation to the premises in contravention of the laws relating to gaming, betting and lotteries.

4)  shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the local Magistrate Court, or otherwise, particularly in connection with events which includes public dancing, or music or other similar public entertainment or stage plays.

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

6) shall ensure that any electrical appliances brought into the premises and used there shall be safe and in good working order and used in a safe manner. **NO** unauthorised heating appliances shall be used without the consent of the management committee and **portable liquid propane gas (LPG) heating appliances shall not be used under any circumstances.**

7)    shall indemnify the committee for the cost of repairs of any damage done to, and parts of the property including the curtilage thereof or the contents of the building which may occur during the period of hiring as a result of hiring.

8) if he/she cancels the booking before the date of the event and the committee is unable to conclude a replacement booking the question of the payment or the repayment of the fee shall be made at the discretion of the committee.

9) shall ensure that the minimum of noise is made on arrival and departure.

10) shall ensure that no dogs except guide dogs are brought into the hall without prior warning and agreement.

11)    shall ensure that the hall is left clean and tidy and that all rubbish is removed from the premises by the hirer.

12)     shall report any injury or accident on the premise or within its curtilage so it may be recorded in the accident register