

Berrow Community Association Limited
The Village Hall
Parsonage Road
Berrow TA8 2NL

Telephone **07597 717125**
E-Mail: **berrowvillagehall@outlook.com**
VAT No: **994 4808 64**
Booking Clerk: **Sheana Austin**

Booking Confirmation and Hire Agreement

BOOKING CONFIRMATION

Booking Reference:

Thank you for your recent booking. Please check the rooms, times and dates shown in the hiring agreement are those that you require.

Standard Terms and Conditions of Hire and a supplementary Information Sheet are published on our web site. Please read these before signing and returning the Hire Agreement. If you are unable to access our web site please ask the booking clerk to send you a paper copy before signing the agreement.

Please sign and return one copy of this document to confirm you're booking and that you have read and accept our conditions of hire.

We will hold your reservation for 7 days in anticipation of receiving this signed hiring agreement together with appropriate payment. On receipt of the completed documentation we will issue you with a VAT invoice.

HIRE AGREEMENT

PARTIES

1) Berrow Community Association Limited being responsible for the Berrow Village Hall (the Provider)

2) (The Hirer)

Details of the Provider and the Hirer are set out in clauses 1.3 and 1.4 below

THE PARTIES AGREE THAT:

1. In consideration of the hire fee (as described in clause 1.5), the Provider agrees to permit the Hirer to use the premises (as described in clause 1.6) for the purpose (as described in clause 1.7) for the period(s) outlined in clause 1.2.
 - 1.1 This Hire Agreement incorporates the Standard Conditions of hire and supporting information sheet attached to this Hire Agreement. The Terms and Conditions are available on our web site and we expect you to download and read these Terms and conditions before returning the confirmation forms. If you cannot access the document please inform the Booking Clerk who will provide you with a paper form. The Hirer agrees that he/she has read and understood these terms and shall ensure all those attending the premises shall comply with these terms and conditions in full and accepts full liability for any failure to comply with these terms and conditions

1.2 (i) Dates(s) required: One off event Regular use tick as appropriate

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(ii) Indicate nature of use:

(a) Charitable
community

(b) private

(c) Commercial

B

(iii) Day(s)

Times

1.3 The Provider's details are

(a) Berrow Community Association
Limited:
Registered Charity number
Company number

1149532

8199454

(b) The Provider's authorised
representative

Sheana Austin

Address

Berrow Community Association Ltd (Bookings), Berrow Village
Hall, Parsonage Road, Berrow, Somerset TA8 2NL
berrowvillagehall@mail.com

Telephone Number

07597 717125

1.4 The Hirer's details are:

(a) Name

(b) Organisation

(c) Name of Organisation's
Authorised Representative

Address

Contact Telephone Numbers

1.5 Hire Fee is £ (inclusive
of VAT)

Payment to be made to '**Berrow Community Association Limited**' by
cheque or bank transfer to **Account : 00022616 Sort Code: 40:52:40**

One off/ casual user:

The hire fee is payable immediately for all events within 60 days and/or for all events where the total fee is less than £100 and this payment is non-refundable.

The hirer, for events more than 60 days ahead with a hire value in excess of £100, will be required to pay a non-refundable 20% deposit with the balance to be paid 60 days before the event. There will be no refund of any hire fee or deposit for events cancelled within 60 days of the event.

Regular users:

The Hirer shall advise the Provider's Booking Clerk at least one month in advance of his/her requirements. The hire fee is payable within 14 days of the end of each month of hiring following receipt of invoice from the Provider.

To All Hall Hirers

No one is to alter the internal layout (e.g. Dividing Doors). This must be arranged as part of the booking and setup with the hall manager.

A charge of £10.00 is made on the first booking for provision of a key which will be returned at the end of the hiring period.

1.6 Premises (or part) to be hired

SS.Nornen	
Lighthouse	
The Knoll	
Willow	
Storage of equipment	

1.7 Full description of the purpose of the reason for hiring the Village Hall

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2. Entertainment and licensable activities

2.1 The Provider has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. Please note the times any licensed activity is authorised for and confirm which licensable activities will take place at your event:

Activity	Licensed	Times licensed for	Please indicate which activities apply to your event (must be completed by the Hirer)
a. The performance of plays	yes	09.00 to 00.00	
b. The exhibition of films	yes	09.00 to 00.00	
c. Indoor sporting events	yes	09.00 to 00.00	
d. The performance of live music	yes	09.00 to 00.00	
e. The playing of recorded music	yes	09.00 to 00.00	
f. The performance of dance	yes	09.00 to 00.00	
g. Making music	yes	09.00 to 00.00	
h. Other (describe in full)	yes	09.00 to 00.00	
i. The sale of alcohol	yes	09.00 to 00.00	
j. Dancing	yes	09.00 to 00.00	

2.2 Is alcohol to be made available at your event? *Tick as appropriate*
If you have ticked yes then you must complete number 2.1(i) of this Hire Agreement

Yes
No <input type="checkbox"/>

If you answer yes to the above question, you will need to seek written permission from the Provider in order for a bar to be provided or arranged with the Provider's Designated Premises Supervisor. The Provider will require you to complete a temporary events notice if you will be selling alcohol yourself. You cannot hire the premises without having completed this form.

2.3 The Hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers.

Old hall	110
New hall	110
Large room	50
Small room	20

2.4 Where a licensable activity will take place, the Hirer hereby acknowledges having read of a copy of the conditions of the Premises Licence displayed at the premises and/or operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agrees to comply with all obligations therein.

2.5 The Provider has a licence with the Performing Right Society for the performance of copyright music.

3. The Hirer agrees with the Provider to be present during the hiring and to comply fully with the terms and conditions of this Hire Agreement.
4. It is hereby agreed that the Standard Conditions of Hire together with any additional conditions imposed under the Premises Licence or that the Provider deems necessary shall form part of the terms of this Hire Agreement unless specifically excluded by agreement in writing by the Provider to the Hirer.
5. 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.

The parties give effect to this Hire Agreement by signing below as at the date mentioned on page 1 and the Hirer accepts that in signing this Hire Agreement it is bound by the terms and conditions of hire.

Signed by the person named at 1.3(b) to this Hire Agreement on behalf of the Provider

Sheana Austin

Signed by the person named at 1.4(a) to this Hire Agreement, and where it is an organisation the person hereby signing this Hire Agreement warrants that he/she is duly authorised on behalf of the organisation detailed at clause 1.3 to this Hire Agreement to enter into this Hire Agreement

Please note that signatures do not need to be witnessed.