



Barrasford Village Hall Hall Hire Agreement

This agreement is made on the date hereof between **Barrasford Village Hall**, staffed by volunteers, and the **Hirer**, whereby in consideration of the Hirer paying the Hiring Fee specified below Barrasford Village Hall agrees to permit the Hirer to use the Hall on the Date(s) and Times, for the Purpose(s) specified below, subject to the terms of the hire agreement, detailed in Terms and Conditions attached.

Hiring Fees:	Date of Hire	Times of hire	Total Fee
Whole hall (main hall and supper room) £24 per hour			
Main hall only £16 per hour			
Supper room only £8 per hour			
Cleaning £35 (optional)			
Deposit paid			
Total amount due			

Name of Hirer	
Organisation	
Address	
E-mail	
Contact Number	
Purpose of Hire	

The Hirer confirms that a copy of the Barrasford Village Hall Hire Terms and Conditions has been provided to them and that they agree to them. The Hirer also consents to same holding and using their details under the General Data Protection Regulations (GDPR) for admin purposes.

Signed by Hirer	
Name	
Date	
Signed on behalf of Barrasford Village Hall	
Name	
Date	

Please return completed and signed form to the letter box at Barrasford Village Hall or email to elissa.bvh@gmail.com

Payment may be made via cash, cheque or electronic transfer to Account name Barrasford Village Hall, Sort code 405240, Account Number 00036901, CAF Bank.

A non-refundable deposit of £20 is required to confirm booking (whole hall and main hall only) supper room deposit is £6, please send confirmation of payment to the above email.

Upon receipt of deposit and not more than a week before the event, the Hirer will receive a code for the key box located to left of the Supper Room door to facilitate access.

Should the Hirer require access to Barrasford Village Hall for deliveries etc prior to an event s/he is responsible for this.

Please read the information on the following pages as it contains the Terms and Conditions of Hire and vital information regarding the use of the Barrasford Village Hall.



BARRASFORD VILLAGE HALL

TERMS AND CONDITIONS OF HIRING

HIRERS RESPONSIBILITIES

For the purpose of this agreement, the term **Hirer** is the person who has signed this agreement and is the authorised representative of an organisation or group.

1. Supervision

The Hirer is considered the Event Manager and 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, and the behaviour of all persons using the premises whatever their capacity.

2. General Use of Premises

- The Hirer shall not use the premises for any purpose other than that advised on the booking form.
- Standard operating hours are Monday – Friday 9-1am, Saturday & Sunday 9-12 am.
- The capacity (140 persons in the hall and 45 in the Supper Room) must not be exceeded.
- The sale of alcohol in any form is not permitted unless a Temporary Event Notice has been obtained from Northumberland County Council or the Barrasford Village Hall Committee is running the bar facility.
- Fire exits are not blocked during the event. The Hirer will read the fire escape plan on the wall in the mail hall.
- Conserve water by making sure all taps are turned off after use.
- The Hirer shall not sub-let 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.
- The Hirer will be responsible for obtaining any licences which are needed and for the observance of the same.
- The premises will not be used for any form of adult entertainment of a sexual nature.
- Smoking is against the law anywhere inside the premises. Please ensure the bin outside is used.
- Naked flames (candles, tea lights etc) must not be used anywhere on the premises.
- The Hirer must report any accidents involving injury to the public to the village hall committee as soon as possible following the accident. The accident book must be filled in. The first aid kit is on the wall in the kitchen.
- Any breakages / damage to the hall must be reported to the hall committee as soon as possible.
- Think about the resource the Hirer is using and avoid single use plastics and food waste.

3. Vacating, Cleaning and Return of Premises

- The Hirer is requested to ensure users leave quietly and show consideration for local residents by avoiding creating noise and light pollution especially at night.
- All heaters and lights must be switched off on the conclusion of an event.
- Hirers are responsible for ensuring that the premises are cleaned and returned to the same condition in which they were found. Hirers may opt to include the cost of cleaning in the hire fee, if not, the following is required:

- Cleaning products and equipment are kept in the tall cupboard in the kitchen, if you use these up, please let us know.
- Floors swept and mopped.
- Toilets and basins cleaned and the bins emptied.
- Kitchen left clean and free from debris or food waste.
- Put all rubbish in the correct bins outside, including the provision of facilities for recycling glass, plastic, tins, and cardboard / paper, if the bins are full, please take it away for own disposal.
- Tables returned to where they were found and chairs stacked, no more than 4 high, around the hall.
- The fire exits are not left blocked.
- If the Hirer does not leave the premises in a suitable clean condition, a fee of £35 will be levied.

4. Cancellation

- Should the Hirer wish to cancel the booking, 24 hours' notice must be made to the booking secretary or the full hire fee will be charged. Any refund will be at the discretion of the Barrasford Village Hall committee.
- The Barrasford Village Hall committee reserves the right to refuse or cancel a booking at any time, without notice, prior to or during the booking event.

5. Compliance with Legislation

Indemnity – The Hirer shall reimburse Barrasford Village Hall for the cost of any repair or 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.

Insurance – The Hirer shall be responsible for making arrangements to insure against any third-party claims which may lie against them (or the organisation if acting as a representative) whilst using the premises. Barrasford Village Hall is insured against any claims arising out of its own negligence.

Animals – The Hirer shall ensure that no animals (including birds), except guide dogs are brought onto the premises.

Health and Hygiene – The Hirer shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with food temperature regulations. There is a fridge and freezer in the kitchen.

Safeguarding Children and Vulnerable Adults – The Hirer shall ensure that any activities for children, young people and other vulnerable groups shall only be provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, the Hirer shall provide a copy of their Safeguarding Policy and confirmation that relevant checks have been carried out through the Disclosure and Barring Service (DBS).