

# Inkpen Village Hall Hiring Agreement

Thanks for hiring Inkpen Village Hall, please **complete** the following form and return by email to [inkpenvh@gmail.com](mailto:inkpenvh@gmail.com)

## Agreement Terms:

### 1. Definitions:

Throughout this Agreement:

"We" or "our" refers to the Village Hall, including its charity trustees, employees, volunteers, agents, and invitees. "You" or "your" refers to the Hirer, including its management committee (if applicable), employees, volunteers, agents, and invitees.

### 2. Hiring Details & Dates

In consideration of the hire fee described in clause 2.4, the Village Hall permits the Hirer to use the premises for the hire period according to the Standard Conditions of Hire

2.1 Date(s) Required	Time Required (Including set up and preparation time)	
	Start hire time:	End Hire time:

### 2.2 Inkpen Village Hall Details:

Registered Charity No.: 300168

Email: [inkpenvh@gmail.com](mailto:inkpenvh@gmail.com)

Tel: 07963 647 087

Address: Inkpen Village Hall,  
c/o Pond Cottage, Upper Green, Inkpen, RG17 9QH

### 2.3 Hirer details

**(a) Name:**

(b) Organization (if applicable):

**(c) Hirers Address:**

**(d) Telephone Number and email address of hirer:**

**2.4 Hire Fees:** Please refer to the breakdown below to calculate your fees:

Item	Cost
Hall Hire Hourly rate (£15/hour or part of hour, including set up time)	Hrs x £15.00
Day rate (9-5pm)	£80.00
Marquee hire	£75.00
Projector use	£15.00
Crockery/Cutlery/Glassware	FOC
SUB TOTAL - HIRE FEES	
Refundable Damage Deposit	£100.00
<b>TOTAL TO BE PAID TODAY (including damage deposit)</b>	

**Payment Information:**

For a single booking, payment is taken at the time of booking.

A £100.00 damage deposit needs to be paid at the same time. This will be refunded upon completion of the Hire Period provided that the premises are left in a clean condition and no damage or loss to the fabric, fixtures, fittings or contents has been caused during the Hire Period. The IVH management reserves the right to arrange for any necessary cleaning or rectification of damage or loss and the cost shall be borne by the Hirer. The deposit shall be used to pay for, or contribute to, such cost.

Please make payment by:

Bank Transfer:

TSB Plc Hungerford, **Account Name: Inkpen Village Hall,**  
**Account Number: 00070183 , Sort Code: 30-94-46**

(Please use the booking date as reference and confirm when paid)

Cheques payable to *Inkpen Village Hall* and sent to:

Inkpen Village Hall c/o Pond Cottage, Upper Green, Inkpen, RG17 9QH.

**(Sorry, no cash payments accepted)**

**3. Licensing:**

3.1 The village hall **does not hold a premises license**, and a Temporary Event Notice (TENs) must be obtained from **West Berkshire Council** licensing department for any of the following regulated entertainment and licensable activities:

Performance of a play, the exhibition of a film, an indoor sporting event, performance of live music or playing recorded music, a dance or dancing, **the selling of alcohol.**

3.2 If any of the activities described in 3.1 are planned, you must advise the village hall at the time of booking. Failure to do so may result in cancellation of the hiring without compensation as there is a limit on the number of TENS which can be granted annually for any premises. The hirer shall be responsible for obtaining the TEN (because the holder of an approved TEN must be present on the premises during the whole of the licensed period). A TEN application currently costs £21.

3.3 You must agree not to exceed the **100** number of permitted people within the village hall including the organizers/performers.

**4. Conditions of Hire:** Both parties agree to the Standard Conditions of Hire (see T & C's document on website - [www.inkpenvillagehall.org](http://www.inkpenvillagehall.org)) and any additional conditions imposed under the Premises License unless otherwise agreed in writing.

**5. Third Party Rights:** This Agreement does not confer benefits to third parties.

**Contact Information:** Helen Bates Address: c/o Pond Cottage, Upper Green, Inkpen, RG17 9QH Email: [inkpenvh@gmail.com](mailto:inkpenvh@gmail.com) Tel: 07963647087