

Inkpen Village Hall Hiring Agreement

Thanks for hiring Inkpen Village Hall, please **complete** the following form and return by email to 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
Tel: 0756 828 4750

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
Hall Hire Regular club users	£15.00 per session
Day rate (9-5pm)	£80.00
Wedding package (Fri 1pm - Sun 1pm)	£600.00
Marquee hire	£75.00
Projector use	£15.00
Crockery/Cutlery/Glassware	FOC
Your Total Hire Fee	
Refundable Damage Deposit	£200.00

Payment Information:

Payment in full must be made 30 days prior to hire to confirm your booking.

A separate refundable £200.00 damage deposit needs to be paid at the same time by cheque which can be returned or destroyed after the hire.

Please make payment by:

Bank Transfer (preferred):
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 serving 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 maximum permitted number of people per room including the organizers/performers.

4. Conditions of Hire: Both parties agree to the Standard Conditions of Hire 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 Tel: 0756 828 4750