

# BLEASDALE PARISH HALL - HIRE AGREEMENT

Purpose of hiring.....

**Parts of Hall required** (please indicate with an x)

Main Hall

Kitchen

Small Meeting Room

**Period of hiring**

Date.....

Hours: From.....To.....

**Hiring Fees**

Room required	1 hour	Evening/½ day/ 3hrs	Full day
Small meeting room plus tea and coffee facilities	£15	£25	£50
Full hall plus kitchen	£25	£50	£80
Full hall plus small meeting room plus kitchen	£30	£60	£110
Charity meetings Parish Council Youth Club etc	£5	£5	£5

Full amount due.....

Refundable damage **deposit £100**

Total payable before date of hire

Bank Transfer should be made to

**National Westminster Bank  
Bleasdale Parish Hall Fund**

**Sort Code: 01 03 33      Account Number: 04121791**

**Please reference with the surname of hirer**

**Hirer**

Name.....  
Address.....  
.....  
Post code.....  
Telephone.....  
E-mail.....

PLEASE RETURN COMPLETED FORM BY EMAIL TO

[bleasdaleparish@gmail.com](mailto:bleasdaleparish@gmail.com)

**BLEASDALE PARISH HALL - HIRE AGREEMENT**

PLEASE COMPLETE AND SIGN THE DECLARATION

*The individual and/or organisation detailed below accept the definitions, terms and conditions of hire as set out in this document.*

SIGNED by or on behalf of the Hirer ..... Date .....

Print Name .....

Group (If applicable) .....

Acceptance of hire will be returned by email on behalf of Bleasdale Parish Hall Committee. Acceptance will include details of the Drop Box code number for collection of the key on the day of hire. The key will be made available no less than 30 minutes prior to the agreed start of the hire period unless otherwise agreed in

advance with Bleasdale Parish Hall Committee. The key must be returned to the Drop Box immediately at the end of the hire period.

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## FOR BOOKINGS INVOLVING CHILDREN, YOUNG PEOPLE UNDER 18 AND VULNERABLE ADULTS

### CHILD PROTECTION STATEMENT

The Hirer accepts full responsibility for ensuring that an appropriate Child Protection Procedure is in place and is observed by all persons on the premises involved with children and young persons under the age of 18 during the course of the event for which the premises have been hired.

SIGNED on behalf of the Hirer ..... Date .....

Print Name: ..... Group (if applicable) .....

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### **BLEASDALE PARISH HALL PREMISES TERMS AND CONDITIONS OF HIRE**

1. **BOOKING:** All booking applications must be in writing on the booking form provided. The person signing this form will be considered the Hirer. Where an organisation is named in the application the organisation will also be considered the Hirer and shall be jointly and severally liable with the person who signs this form.
2. The Hirer is responsible for the set up of the rooms in the format required and also for returning the hall in the condition it was found in.
3. **KEYS:** Keys may be collected from the Parish Hall by arrangement in advance of the booking date or via the Parish Hall DROP BOX located at the front door. The keys must be left within the DROP BOX immediately after the end of the hiring.
4. **DEPOSIT:** The Hirer will pay a deposit of **£100.00** at the time of booking. This will be returned within 30 days of the event, subject to any sums withheld to meet part of the hire fees or the cost of rectifying damage (including crockery) arising during the hiring.
5. **SUPERVISION AND RESPONSIBILITY:** The Hirer 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 including proper supervision of car-parking arrangements so as to avoid danger to members of the public and obstruction.
6. **COMPLETION OF HIRE:** At the end of hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition properly locked and secured unless directed otherwise by authorised representatives of Bleasdale Parish Hall Committee and any contents temporarily removed from their usual positions

properly replaced. Should this not be complied with Bleasdale Parish Hall Committee reserves the right to make an additional charge, which may be deducted from the deposit paid.

7. **CHILD PROTECTION:** In the event that the hiring involves the attendance of children and young persons under the age of 18 at the premises, the Hirer confirms that there will be in place an appropriate Child Protection Procedure. The Hirer agrees to ensure that all adults present on the premises are aware of this Procedure and abide by it. The Hirer confirms that, when necessary under the terms of the Child Protection Procedure, appropriate Criminal Records Bureau checks will be carried out in respect of persons involved with children and young people on the premises during the course of the hiring.
8. **PARKING:** The hire of the premises does include the use of parking facilities.
9. **EXCLUSIONS:** The Hirer shall not use the premises for any purposes 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 unlawful way, nor do anything to bring on to the premises anything which may endanger the premises or any insurance policies connected with the premises.
10. **ALCOHOL:** These are not licensed premises and no alcohol can be sold thereon as stipulated in the Parish Hall deeds. Should the Hirer wish to bring drinks onto the premises for private and moderate consumption, written notice of this is to be provided at the time of booking.
11. **SMOKING:** The entire premises and grounds are a No Smoking Zone. For safety reasons individuals should not smoke in the car park.
12. **MUSIC:** The Hirer undertakes to satisfy any requirements under performing rights for the performing or playing of live or recorded music. Any Hirer who intends to play music or have a live band agrees to inform Bleasdale Parish Hall Committee in writing at the time of booking. The Hirer undertakes to ensure that all noise is kept to a level such that neighbours of the Hall premises are not unduly disturbed. The Hirer agrees in any event to terminate all loud noise on the premises at 11.00pm.
13. The Hirer shall ensure that nothing is done on or in relation to the hall in contravention of the law relating to gaming, betting or lotteries.
14. The Hirer shall, if preparing, serving, or selling food observe all relevant health and hygiene legislation and regulation.
15. The Hirer must observe cleaning instruction for the dishwasher as improper cleaning will cause damage to the appliance.
16. The Hirer shall ensure that, with the exception of guide dogs, no animals are brought into the hall.
17. **PUBLIC SAFETY:** The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Magistrate's Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays and shall ensure that such events shall not involve the infringement of any copyrights or performing rights.
18. Where the purpose for which the premises are hired includes dancing, the Hirer shall not cause or allow the maximum number of patrons and/or guests admitted to exceed 100 attendees.
19. **EMERGENCIES:** In anticipation of an emergency it is the Hirer's responsibility to ensure that they know the location of first aid kits, De Fib, stopcocks, the nearest hospital and the like.

20. DAMAGE: The Hirer shall indemnify Bleasdale Parish Hall committee for the cost of repair of any damage done to any part of the property including the surroundings or the contents of the building, which may occur during the period of the hiring as a result of the hiring.
21. The Hirer shall not interfere in any way with the switchboard, electricity or gas fittings, meter fittings, heating or fixtures on the premises.
22. It is the responsibility of the Hirer to ensure that the electricity supply is appropriate for any equipment used and that any equipment used will not endanger, overload or damage the electricity supply, circuits, wiring, plugs, sockets, switchboards or other equipment.
23. INSURANCE: The Hirer acknowledges that the loss of any items left unattended is not covered by Bleasdale Parish Hall insurance cover.
24. CANCELLATION: If the Hirer wishes to cancel the booking before the date of the event and Bleasdale Parish Hall Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be in the discretion of Bleasdale Parish Hall Committee.
25. Bleasdale Parish Hall Committee reserves the right to cancel this hiring in the event of the premises being required for use as a polling station, for a parliamentary or local government election or bye-election in which case the Hirer shall be entitled to a refund of any deposit already paid.
26. Bleasdale Parish Hall Committee reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving 7 days' notice in writing to the Hirer, and any deposit shall be returned.
27. Even if the Hirer has a regular booking for the hire of the premises Bleasdale Parish Hall Committee reserves the right to renew, vary or cancel any such regular arrangements. This right will not be unreasonably enforced.
28. In the event of the premises or any part thereof being rendered unfit for the use of which it has been hired Bleasdale Parish Hall Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.
29. ACCESS: The Hirer shall allow any duly authorised officer of Bleasdale Parish Hall committee access to the premises or any part thereof at all times during the hiring.
30. COVID -19. During periods of COVID -19 restrictions it is the responsibility of the Hirer to ensure all of the attendees of the event during the hire period confirm to the *latest* UK Government Legislation including but not limited to number of attendees, maintaining a track and trace register of all attendees, compliance with social distance rules and appropriate PPE.