

Chineham Village Hall Management Committee

(Registered Charity No: 277855)

THIS AGREEMENT is made on date (1) and between the COMMITTEE(2) and the HIRER (3) named below whereby in consideration of the sum(s) mentioned (7):

A. THE COMMITTEE agrees to permit the hirer to use the premises (4) for the purposes (5) and for the period (6) all Described below, viz:

1. **DATE OF COMMENCEMENT OF HIRE:** 1st September 2021

Authorised representatives: Bookings: Wendy Stait [07935328172](tel:07935328172)

Caretaker: Bob Hughes [01256819164](tel:01256819164)

3. **HIRER:** a) Organisation: Basingstoke-Old Basing U3A

b) Authorised Representative: Sue Seymour (Finance Officer)
Seymour

c) Address: 17 Camberry Close, Basingstoke, Hants

Post Code: RG21 3AG

Tel No:

4. **PREMISES:** Community Rooms

5. **PURPOSE OF HIRE:** Monthly Meetings

6. **PERIOD OF HIRE:** 1st Monday of each month 2.00-4.00pm

7. **HIRE FEE:** £16.95 per hour – charges current at the commencement of hire, these are subject to regular reviews

Your monthly invoice will be sent to you each month for the current month's hire fee. This invoice should be paid within 10 days of receiving it.

You will be issued with a key to the main entrance which you must keep safe. This will be returned to the Chineham Village Hall Booking Clerk on termination of your contract.

Please ensure that everything that belongs to your club is taken with you at the end of each class as other people regularly use our hall and we are unable to take responsibility for any lost property. Should you leave anything behind please ring [07935 328172](tel:07935328172) to see if the item has been handed in.

At the end of your session please re-stack any chairs and tables used and please clean tables if

The car park barrier is closed by 12midnight, vehicles must have left the car park before this time or may be left over night. Ensure taxis are booked for 11.55 p.m.

S. C. Lawton 17/8/21

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I confirm that I have read and understood the above conditions of my hire.

Please supply the Chineham Village Hall Booking Clerk with a copy of your Public Liability Insurance Certificate. It is your own responsibility to ensure this is kept up to date.

8. THE HIRER Agrees with the Committee to observe and perform the provisions and stipulations contained or referred to in the Committee's Standard Conditions of Hire for the time being in force as annexed hereto, an understanding of which the hirer acknowledges, together with the special conditions set out relating to public entertainment, if applicable (copy on request). The Hirer acknowledges also that the answers to the above questions shall form part of the contract and that any misrepresentation shall invalidate the contract.

AS WITNESS the hands of the parties hereto:
Signed by one of the parties named at 2 above.

On behalf of Chineham Village Hall Management Committee:

..... *W. Staff* **Dated**..... *14/8/21*

Signed by the person named in 3(b) above on behalf of the Organisation named in 3(a) above

..... *S W Seaton* **Dated**..... *17/8/21*

AIR CONDITONING AND HEATING

Please note that climate control is installed in this Hall and you cannot adjust the temperature. In order for the system to work effectively the windows and doors must remain closed and are currently locked.

THIRD PARTY PUBLIC LIABILITY

It is the sole responsibility of the hirer to ensure that any form of entertainment by way of disco, bouncy castle or similar employed by them carries its own public liability insurance and that they can assure the Booking Clerk that they are satisfied with the arrangement.

Chineham Village Hall Management Committee cannot be held responsible for any injury or damage caused by either person or equipment brought onto their premises by a third party.

LICENCE INFORMATION

If you wish to have alcohol at your party then please let the booking clerk know as she can arrange a bar for your function. This bar will be opened in the hall and is arranged through Southern Bars. This is our preferred bar and you can discuss your numbers and requirements with them.

You are not allowed to purchase alcohol from the Chineham Village Club itself, even if you are members and take this alcohol into the Hall to consume.

As hirer you are:-

- Responsible for the behaviour of all those attending the Hall during the period of your hire.
- Must appreciate that the Hall is situated in a residential area, please ensure that you and your guests do not cause any unnecessary noise and aggravation to those living nearby.

NOISE LIMITER

For the comfort of our neighbours we now operate a noise limiter in the Hall and you are required to advise your disco/band company. The maximum load for the socket on the stage is 13 amps – please bring your own multi point extension lead – maximum 6 sockets. DO NOT EXCEED THIS LIMIT. The volume level is set at 105 decibels.

Should the amber lights show on the noise limiter caution must be taken regarding the volume.

When the first red light shows the volume is approaching cut-out level.

At this point reduce the volume within 8 seconds and cut-out will be avoided.

If the second red light shows, the unit will switch off for 60 seconds and you will lose power to your system for 1 minute. The system will re-set itself after this 60 second period.

SAFETY

Do not block emergency exits

STANDARD CONDITIONS OF HIRE

1. THE HIRER shall be responsible throughout the period of hire for the supervision of: the hired premises, their fabric and contents, their care and safety from damage, however slight or change of any sort, the behaviour of all persons using the premises whatever their purpose and the proper supervision of their vehicle parking arrangements so as to avoid obstruction within the car park and upon the highway.

2. THE HIRER shall comply with all the conditions and regulations made in respect of the premises by the Fire Authority, the Local Authority, the Local Magistrates Court, the Police Authority or otherwise, particularly in connection with any event which includes public dancing or music or any other similar entertainment or stage plays.

3. THE HIRER shall inform the Booking Clerk if alcoholic beverages are to be available at the event. If a pay bar is arranged then a copy of a licence must be given to the Booking Clerk at the time the hire fee is paid.

4. THE HIRER shall indemnify the Management Committee for the cost of any damage done to any part of the hired property including the curtilage thereof or the contents of the buildings, which may occur during the period of hire or as a result of the hire.

5. THE HIRER shall by the end of the hire period being the finish time, ensure that: all tables and chairs are returned to their storage place in a clean and tidy condition, all litter has been placed in the bins provided, the floor and other surfaces (particularly in the kitchen) have been swept/cleaned, all occupants have left the premises in a quiet and orderly manner, the premises have been secured and locked. All music must cease by 11.00 p.m.

6. THE HIRER shall return all keys, given into their care, to the premises of the Caretaker or Booking Clerk immediately after the period of hire unless otherwise directed at the time of receiving the keys.

7. THE HIRER shall not sub-let the premises nor use them for any unlawful purpose. Nor in any unlawful way do anything or bring onto the premises anything that may endanger the same or the insurance policies in respect thereof.

8. THE HIRER shall not use nor permit the use of the premises for the celebration of any event of anyone aged 13 to 21 years old without the prior approval of the Management Committee.

9. THE HIRER shall not use nor permit the use of the premises for the sale of goods for which an admission fee is charged or during which the public do not have full and free right of entry and exit at all times.

10. THE HIRER shall not carry out nor permit any fly posting nor any other unauthorised advertisement within the Borough of Basingstoke and Deane and shall indemnify the Management Committee against all action, claims and proceedings arising from any breach of this condition. Please note: the act of fly posting may result in prosecution by the appropriate authority.

11. IN THE EVENT of a change in the hire charge, which is reviewed annually, the HIRER shall be notified at least three months prior to the period of hire. The HIRER shall have the option to cancel the hire agreement without penalty and with the return of the security deposit (if applicable) in full.

12. IN THE EVENT that any part of the premises being rendered unfit for the use for which it has been hired the Management Committee shall not be liable to the HIRER for any resulting damages whatsoever and shall not be liable for any loss of income or profit suffered. Upon application by the Hirer to the Booking Clerk, in writing, the Management Committee shall give consideration to a full refund of any deposit paid.

13. CANCELLATION a) BY THE HIRER Any request for cancellation of a hire agreement must be made in writing to the Booking Clerk. If the Management Committee is unable to secure an alternative hirer for the period in question then the HIRER may forfeit the Security Deposit. The decision to refund any deposit is at the discretion of the Management Committee absolutely.

detail of the hire agreement or in the opinion of the Management Committee the hire is likely to cause a breach of the Statutory Regulation. The HIRER shall be notified of such a cancellation in writing and shall be given a full refund of any deposit paid.

Signed:
Dated:

S. S. Seawater
17/8/21