

FROGMORE VILLAGE COMMUNITY ASSOCIATION

Frogmore Village Hall Hiring Agreement

Please complete and return to: Mrs Janet Stanley
21 Apple Tree Close, FROGMORE, Kingsbridge Devon. TQ7 2UT
Tel: 01548 531513 email: norrisstanley@btinternet.com

I/we agree to hire the hall: **Daily** **Weekly** **Monthly**

Date: Start time: / End time:

Purpose of Hire:

Charge per hour: Including: Gas heating/kitchen facilities.

Electricity:

PREPARATION TIME PRIOR TO COMMENCEMENT OF YOUR EVENT AND CLEAN UP TIME AFTERWARDS, MUST TO BE ALLOWED FOR WHEN BOOKING THE TIME REQUIRED. ALL TIME IS BY PRIOR AGREEMENT WITH THE BOOKING CLERK.

Terms of payment: Regular bookings will be invoiced monthly, individual bookings see note 7.

Method of payment:

Cheque: _____ Cash: _____ BACS _____ :

I/WE HAVE READ AND AGREE TO THE TERMS & CONDITIONS OF HIRE.

Signed: _____ Date: _____

Address: _____

Telephone Number: _____ email _____

This form must be signed by an adult sponsor if the hirer is under 18 years of age.

Kindly follow all guidelines stated within the hall with regards to fire exits and equipment during use of the premises.

Please ensure that all services are turned off, windows closed and, when appropriate, ensure the main door is locked when leaving the premises before returning the key to the Booking Clerk.

Registered Charity Number 287053

FROGMORE VILLAGE COMMUNITY ASSOCIATION

Frogmore Village Hall is available for Hire at the discretion of the Management Committee, subject to the following Terms & Conditions

1. The hirer is responsible, during the period of hire, for any damage to The Hall, its fittings, furniture, and any other equipment being the property of the F.V.C.A. and for the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements and respect for the rights of way of local residents. Applications for hire from anyone under the age of 18 must be supported by an adult sponsor.
2. A request for use of crockery, cutlery and glassware must be made at the time of booking and all items used must be washed and put away in a good, clean condition. Any damage or breakages will be charged for and must be reported to the Hall Bookings Clerk as soon as possible. If required, use of the dishwasher must also be requested at time of booking.
3. The Hirer shall be responsible for making arrangements to insure against any third party claims against him/her or the organisation, if acting as a representative, whilst using The Hall. (The Hall Committee is insured against any claims arising out of its own negligence).
4. Smoking is not permitted on the premises. The use of drugs, (except for medicinal purposes), is legally Prohibited.
5. The Hirer shall ensure that no birds or animals, excepting guide dogs, are brought into the building other than for a special event agreed with the Committee. No animals whatsoever, are to enter the kitchen under any circumstances.
6. Advance bookings must be confirmed by completing the attached Hire Agreement form and returning it within two weeks of a provisional booking being arranged, otherwise they will not be held. Occasional bookings subsequently not taken up will be charged for unless at least one month's notice of cancellation is agreed with the Booking Clerk. For regular block bookings (organisations, clubs, classes etc) any period booked but not taken up will be charged for, unless one week's notice of cancellation is received by the Booking Clerk.
7. The hire fee is payable at time of booking unless there is another agreement with the Booking Clerk. For occasional private and commercial bookings made many months in advance, the booking fee will not be refundable in the event of cancellation less than one month in advance of the event.
8. The maximum number of people allowed on the premises at any one time is 80.
9. Activities in the hall shall cease by 12.00 midnight. In the interests of nearby residents, Hirers with late night events are requested to ensure noise level is kept to a minimum when vacating the premises and car park.
10. After use the Hirer is requested to leave the premises and equipment in as clean and tidy a condition as they would expect to find them. All services must be turned off, windows closed and all rubbish generated taken away for disposal by the Hirer.
11. If the Hirer wishes to sell alcohol on The Hall premises during an event, he/she must first apply to the Bookings Clerk at least one month in advance. Agreement would be subject to the Management Committee's approval and subsequent acceptance by the Local Authority Licensing Department by way of a legally required Temporary Event Notice.
12. It is the responsibility of the hirer to comply with any necessary Licensing appropriate for the activity for which The Hall has been hired (eg, fundraising events involving live or recorded Music and Entertainment, Film shows, Videos and/or Gaming) and, if required, to make arrangements for such licences to be issued.

It is important for Hirers to be aware that all members of the FVCA Management Committee, including Mrs Janet Stanley the current Booking Clerk, serve the Association on a voluntary basis. In hiring out the Association's Village Hall, we endeavour to ensure Hirers are able to use the facility at reasonable cost and receive good service. However, to this end we do require the co-operation of all Hirers in abiding by the above Conditions and, in particular, in strict adherence to the times of use arranged with Mrs Stanley, the key holder responsible for access. It is essential that any booking cancellation is notified to her in good time and for the Association's part, on occasions when she is unavailable an alternative key holder will be notified to the Hirer.

For enquiries and bookings contact:

**Mrs Janet Stanley, 21 Apple Tree Close, Frogmore, Kingsbridge, Devon TQ7 2UT
Tel: 01548 531513 or email: norrisstanley@btinternet.com**