

Wye Village Hall and Recreation Ground Charity

Bridge Street, Wye, Kent TN25 5EA

Registered charity no. 302899



2024 HIRE AGREEMENT

The Standard Conditions of Hire are part of the Hire Agreement, so you should read both documents carefully before signing this agreement.

PARTIES:

- 1 Wye Village Hall and Recreation Ground Charity - see 1.2
- 2 Hirer - see 1.3

1. AGREED as follows:

In consideration of the hire fee described in point 1.4, Wye Village Hall and Recreation Ground Charity agrees to permit the Hirer to use the premises described in point 1.5 for the purpose described in point 1.6 for the period(s) described in point 1.1. The answers to the questions in points 1.7 and 1.8 are terms of this agreement. This Hiring Agreement includes the annexed Standard Conditions of Hire set out in the attached schedule.

1.1 Date(s) requested:

Date(s)

from month year

to (in the case of month year
long term bookings)

Time requested, including setting up before the event and clearing up after:

from to

Note:

1. Please specify any dates not required (e.g. term-time only) on this form or otherwise in writing. Failure to do so may result in charges for time not used.
2. All long-term bookings are subject to annual review and renewal.
3. Where part hours are requested a minimum of a half hour will be charged (e.g. hire to 11.15am will be charged to 11.30am)

1.2 Wye Village Hall and Recreation Ground Charity

- (a) Registered charity no. 302899.
- (b) Authorised Representative, Bookings Manager:
Justine Haskell, 129 Guernsey Way, Kennington, Kent TN24 9LQ
mobile no 07504 839858

1.3 Hirer

name (if an individual)

organisation (if applicable)

organisation's authorised representative

Note: person signing must be 18 years of age or over.

Address

postcode

mobile number

home tel. number

email address

1.4 Hire fee £

Booking Fee 20% of hire fee* £

* One-Off Hirers

Cheques payable to Wye Village Hall or
invoice will have bank transfer details.

1. Where the hire date is within four weeks of the event date, the whole hire is to be paid before the event.
2. Where the hire date is more than four weeks before the event date, a non-refundable booking fee of 20% is to be paid immediately to confirm the booking. The remainder is due four weeks before the event.
3. Where the event is cancelled by the hirer, the booking fee or full fee, whichever at the time has been paid, is forfeited.

All regular hirers

1. Monthly hires will be invoiced at the beginning of the month. Payment is due within 28 days of invoice date
2. Hires whose schedule is based on the school term (i.e. the pre-school and the after school club) termly invoices are to be issued at the commencement of the new term. Payment is due within 28 days of invoice date.

Wye Village Hall and Recreation Ground Charity Management Committee reserve the right to increase the hire fees each year from 1st January.

There is a minimum one and a half hour charge for each hire. If part hours are requested a minimum of half an hour will be charged. A returnable £100 deposit will be required for any evening parties and will be required at the time of booking.

Please collect and return keys to the Hall Manager.

1.5 Premises hired: Wye Village Hall(s), Bridge Street, Wye, Kent, TN25 5EA. Tick as appropriate:

Large Hall.....

Small Hall.....

Both Halls.....

Reece Pavilion.....

Meeting Room.....

1.6 Purpose of hiring

.....

1.7 (a) Is this a private or public event?

private

public

(b) Is this for commercial use?

yes

no

1.8 To comply with the current Licensing Act 2003 please carefully read and answer the following.

- | | | |
|---|-----|----|
| a. Will your event require music? | Yes | No |
| b. Is food to be provided at the event? | Yes | No |
| c. Is alcohol to be provided at the event? | Yes | No |
| d. Will alcohol be provided free of charge? | Yes | No |
| e. Will alcohol be for sale? – see below | Yes | No |

If yes to 1.8e, you will need to complete a Temporary Event Notice and submit this to Ashford Borough Council along with the required fee to comply with Licensing Regulations. This must be done at least 10 days before the date of the event.

2. The hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers as per the Premises Licence. Full details of the numbers permitted on the Premises licence are included in the Standard Conditions.
3. The Hirer agrees with the Committee to be present (by its authorised representative, if appropriate) during the hiring, and to comply fully with this Hire Agreement.
4. It is hereby agreed that the Standard Conditions of Hire, together with any Special Conditions of Hire, shall form part of the terms of the Hiring Agreement unless specifically excluded.
5. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

Signed by the hirer, or where appropriate, by the authorised representative of the Hirer named in point 1.3 of the Hiring Agreement, on behalf of the Hirer.

Signed

Date

WEBSITE (www.wyevillagehall.wix.com/wyevillagehall)

The Village Hall Committee has a website and would like to include regular hirer's details. Please could you complete the following:

Contact Name for website: _____

Contact telephone (if you would like this to be included): _____

Website address: _____

(this will be included as a link rather than showing your web address):

If you would like a logo included please email wyevillagehall@gmail.com attaching a .jpg file

By providing these details you are confirming that Wye Village Hall may use this information on their website.