

Wye Village Hall and Recreation Ground Charity

Bridge Street, Wye, Kent TN25 5EA

Registered charity no. 302899



2026 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
 - a) Registered charity no. 302899
 - b) Authorised Representative, Hall Manager: Florence Coetzer 07542 607072
- 2 Hirer - see 1.5

1. AGREED as follows:

In consideration of the hire fee described in point 1.6, Wye Village Hall and Recreation Ground Charity agrees to permit the Hirer to use the premises described in point 1.2 for the purpose described in point 1.3 for the period(s) described in point 1.1. The answers to the questions in points 1.3 and 1.4 are terms of this agreement. This Hiring Agreement includes the annexed Standard Conditions of Hire set out in the attached schedule.

1.1 Date & Time requested:

Day of the week				
Date				
Time	From		To	

Note:

1. please including adequate setting up and clearing up time for your event in the hours requested
2. 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 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			

1.3 Purpose of hiring

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

private		public	
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(b) Is this for commercial use?

yes		no	
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1.5 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		

1.6	Hire fee per session	£
Our invoice will have bank transfer details. Cheques payable to <u>Wye Village Hall</u>		
<ol style="list-style-type: none"> 1. 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. 2. Where the hire date is within four weeks of the event date, the whole hire is to be paid before the event. 3. 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. 4. Where the event is cancelled by the hirer, the booking fee or full fee, whichever at the time has been paid, is forfeited. 5. Hire Fees increase from 1st January each year. If you have not secured your booking by paying the deposit then you will be charged the hourly rate for the year of your booking 6. 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. 7. Please collect and return keys to the Hall Manager. Replacement will be chargeable. 		

1.7	<p>Deposit</p> <p>A returnable £100 deposit will be required for any evening parties. See the Hire Fees list for the conditions where the deposit may not be refunded.</p> <p>The Security deposit will be refunded to you by BACS transfer within 2 weeks after the booking, once the hall, grounds and equipment have been inspected.</p> <p>Please include your bank details here:</p> <table border="1"> <tr> <td>Name of Account:</td> <td></td> </tr> <tr> <td>Sort Code:</td> <td></td> </tr> <tr> <td>Bank Account Number:</td> <td></td> </tr> </table>	Name of Account:		Sort Code:		Bank Account Number:	
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Sort Code:							
Bank Account Number:							

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. Will the music be played outside and amplified?	Yes		No	
c. Is food to be provided at the event?	Yes		No	
d. Is alcohol to be provided at the event?	Yes		No	
e. Will alcohol be provided free of charge?	Yes		No	
f. Will alcohol be for sale? – see below	Yes		No	

If yes to 1.8b or 1.8f, 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 1.2 of the Hiring Agreement, on behalf of the Hirer.

Signed		Date	
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Please return form to: wyevillagehall@gmail.com
