IBBERTON, BELCHALWELL & WOOLLAND VILLAGE HALL

Reg. Charity No. 1095817

www.ibbertonvillagehall.co.uk

HIRING AGREEMENT

1) Hirer:

Name of Hirer / Organisation:	
Address of Hirer / Organisation:	
Address and reference for invoicing	
Telephone Number(s):	
Contact Email:	
Day Date Time:	

2) Details of Hiring:

Purpose of hiring				
Approximate number of attendees:	Adults		Children	
Is it/are they Private or Public event(s)?		Commercial Use?		
Will alcohol be for sale? ***		Glasses required? (£3 breakage per item. All must be washed before return)		
Will music be played at your event(s)?				

*** Complete the Licensable Activity Booking Form Request

3) Hiring fee rates for bookings to 6 February 2024

Hall: £8 per hour

Charges include heating and the use of the kitchen (possibly shared) for making tea, coffee, light refreshments. £1 electric metre for sockets & cooker, Internet Breakages of china £3 per item

Additional charges: full use of the kitchen £6

Sales of alcohol £15 includes wine glass hire (Please complete the Licensable Activity Booking Form)

I have read and accept the Standard Conditions of Hire.

For Commercial use only (IBWVH's insurance policy includes cover for local and private hirings.)

I confirm that the hiring organisation has the following Public Liability Insurance covering the periods of hire and have provided a copy.

Insurance Company:			
Policy Number:		Expiry Date:	

The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. Please confirm if any licensable activities will take place at your event:

Activity	The hall is licensed for	Times for which the activity is licensed		Indicate activities to take place at your event
		Mon – Sat	Sunday	
The performance of plays	✓	0800 - 2400	0900 - 2300	
The exhibition of films	✓	0800 –2400	0900 - 2300	
The performance of live music	✓	0800 - 2400	0900 – 2300	
The playing of recorded music	✓	0800 - 2400	0900 – 2300	
Dancing	✓	0800 - 2400	0900 – 2300	
The sale of alcohol (this includes alcohol offered within ticket price)	✓	1100 - 2300	1200 - 2230	

If any licensable activity is taking place at your event, please ensure that you complete and return the Licensable Activity Form at the time of booking.

If you intend to provide or sell alcohol it is imperative that written approval is gained from the management committee prior to the event in order to ensure compliance with the Licensing Act 2003.

I have read, and agree to abide by, the Conditions of Hire Policy & Schedule of Special Conditions of Hire
http://www.ibbertonvillagehall.co.uk/Documents/

I understand that my booking is not confirmed until I have paid the full Booking Fee.
A 10% damage deposit must be paid before the date of hire.

Cheques should be made payable to: 'Ibberton, Belchalwell and Woolland Village Hall'
BACS Payment: 30-90-92 01107086

N.B. If the Hirer wishes to cancel the booking refunds are at the Trustees' / Committee discretion.

Please refer to your hiring agreement for further booking terms and conditions.

Signed ……..…….. Date ……

Name of Hirer's authorised representative:	
Signature:	
Date:	

Please return to ibbertonvillagehall@gmail.com or Woolland View, Ibberton, Blandford, Dorset DT110EJ