



Otterhampton Village Hall CIO Private Hiring Agreement

www.otterhamptonvillagehall.co.uk

This agreement is made on (Date) _____ between the Village Hall’s authorised representative named at 1(a) and the Hirer named at 2(a) in consideration of the sum/s nominated at 9.

The Committee agrees to permit the Hirer use of the Village Hall premises for the purpose of 3 for the period/s described below at 4.

1. Village Hall authorised representatives:

a) Bookings – Richard Navoy

Rubis House
12 Church Hill, Combwich
TA5 2Q5
Tel: 07854 227312; 01278 325563

b) Secretary – Lindsey Parsons

20 School Lane,
Combwich
TA5 2QS
Tel: 01278 653298; 07843 604787

2. Hirer: Please note – Person/s must be over 18 years of age

a) **Name:**

b) **Organisation (if applicable)**

Address:

Telephone Number:

Email Address:

3. Booking Details:

Purpose/Description of Hire:

Is this a: **Public/Private Event? (Delete as required)**

Commercial Use? YES/NO

Is Food to be provided? YES/NO

Would you like the Harbour View Bar to be opened for your event? YES/NO

If you have answered YES to the above question, please contact Steve Lang, HCB Manager to discuss arrangements as a charge may be required. 01278 324426 or email clubber64@icloud.com

Times Bar required: START TIME - FINISH TIME -

4. Booking Times: Date(s)

Time from - Time to -

The Village Hall keys will be available from the person named at 1(a) above and must be returned immediately the hire has ended.

5. Parking: Please ensure that the entrance and driveways to private houses in the vicinity of the Village Hall are left clear at all times.

6. Facilities Required?

Main Hall	YES / NO	Kitchen	YES / NO
Bar/Lounge	YES / NO	Meeting Room	YES / NO
Bowls Room	YES / NO	Skittle Alley	YES / NO

The hirer agrees not to exceed the maximum permitted number of people as follows:



Otterhampton Village Hall CIO Private Hiring Agreement

www.otterhamptonvillagehall.co.uk

Main Hall Seated Audience – 80, Dancing – 100, Seated at Tables – 70.

7. **Storage of equipment pertaining to the event** (*To be agreed in advance with the Bookings contact named in 1a above*)
8. **Premises Licence:** The Village Hall holds a Premises Licence which authorises usage (please request copy or visit website for details). This **MUST** be discussed with the Bookings Secretary at the time of booking, who will inform the OVH Committee.
9. **Hire Fee: The full booking fee and a deposit of £20** must be paid to confirm this booking.
Preferred method of payment is by Bank Transfer to - **Sort Code 60-03-27; Account No 87171392**
Alternatively, by cheque made payable to “**Otterhampton Village Hall**” and returned to the Bookings contact: Richard Navoy - details as in 1(a)

Hire Fee [Per Hour]

10. **Damage:** The Management Committee reserves the right to retain all or part of the deposit for any damage or loss caused to the premises and/or contents during the period of hire if:
 - a. the premises are not left clean and rubbish removed
 - b. the radiators are not switched off or turned to the frost setting.
11. Nothing that will affect the smoke and heat alarms in the Hall to be used under any circumstances; this includes naked flames, incense sticks, dry ice, cigarettes, vaping and e-cigarettes. No Ball games will be played in the Hall with the exception of table tennis.
12. The Hirer agrees with the Committee to be present during the hire and to perform the provisions and stipulations contained or referred to in the Committee’s [Standard Conditions of Hire](#) and [General Information Sheet for Hirers](#) (these can be downloaded by clicking on the links).
13. It is hereby agreed that the Standard Conditions of Hire and the Information Sheet for Hirers and any additional conditions imposed under the Premises Licence or that the Village Hall Management Committee deem necessary shall be part of the terms of this Hiring Agreement. Check boxes below to confirm your acceptance:

Conditions of Hire
Information Sheet for Hirers

Please pay particular attention to the Fire Safety Section. Hirers are responsible for the safety of people attending their group meetings – everyone should be made aware of the Fire Evacuation Procedures and where Fire Exits are located.

As Witness the hand of the parties hereto:

Signed by the person names at 2(a) Hirer

Date:

Signed on behalf of Otterhampton Village Hall Management Committee

Date:

Please return the completed Hiring Agreement to the Booking representative Richard Navoy, details as in 1a) above **BEFORE THE HIRE DATE.**

General Data Protection Regulation Privacy Statement

Otterhampton Village Hall uses personal data for the purposes of managing the Hall, its bookings and finances, marketing events at the hall and its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the Hall’s insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the hall Secretary (contact details as above 1b).