



Otterhampton Village Hall CIO

Regular User Group Hiring Agreement to be renewed annually

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 nominated at 9.

The Committee agrees to permit the Hirer use of the Village Hall premises on a regular basis as specified below 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 653700; 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:

4. Booking Times: Date/s

Day/s of week required?

Time from

Time

Start Date

Regular Users who do not have their own set of keys - The Village Hall keys will be available from the persons 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:

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

7. Storage of equipment: (To be agreed with the OVH Committee in advance)

8. Premises Licence: The Village Hall holds a Premises Licence which authorises usage (details available on website).



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9. **Hire Fee:** Regular User Groups will be invoiced by the Treasurer on a monthly basis, payable within 14 days.

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 1a) above

Hire Fee: [Per Hour]

10. **Damage:** The Management Committee reserves the right to make an appropriate charge if any damage or loss has been caused to the premises and/or contents during the period of hire. This includes the cleaning of the Hall after use and returning the radiators to the frost setting before leaving the Hall.
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 [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. For your own safety and security groups should consider using the internal locking system for the front door when sole users of the building.

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 Bookings 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).