



Hiring Agreement

PARTIES

- (1) The Village Hall named in clause 2.2 acting by its management committee.
- (2) The person or organisation named in clause 2.3.

AGREED as follows:

- 1.** Throughout this Agreement:
 - the Village Hall named in clause 2.2 is referred to as "we"; "our" is to be construed accordingly and
"we" and "us" mean and include the Village Hall's charity trustees, employees, volunteers, agents and invitees
 - the person or organisation named in clause 2.3 is referred to as "you"; and "your" is to be construed accordingly; "you" also includes the members of your management committee (if appropriate), your employees, volunteers, agents and invitees
 - where you must seek our consent, tell us about something or give us something, you must speak to
and seek consent from the Hall Secretary or, if the Hall Secretary is not available, any of our charity trustees.
- 2.** In consideration of the hire fee described in clause 2.4, we agree to permit you to use the premises described in clause 2.5 for the purpose described in clause 2.6 for the period(s) described in clause 2.1. The details inserted in sub-clauses 2.1 to 2.6 below and the answers to the questions in sub-clauses 2.7 to 2.11 are terms of this Agreement. This Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

2.1 Date(s) required: As entered

2.2 Knockholt Village Centre

- (a) Registered Charity No 265789
- (b) Authorised Representative: Booking Secretary
Email: bookings@knockholtvillagecentre.org.uk

2.3 Hirer: As Entered

2.4 Hire Fee: As advised

You must pay as a deposit at the time you sign this Agreement. You must pay the balance of the booking fee on or before the conclusion of the event for which you hire the premises.



We will refund the deposit within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents, nor complaints made to us about noise or other disturbance during the period of the hiring as a result of the hiring.

2.5 Premises: As requested

3. You agree not to exceed the maximum permitted number of people per room including the organisers/performers

Main hall: 120

'Library' and 'Hobbies' Rooms: 20

'Front' Meeting Room: 10

4. The hall has a licence:

with the Performing Right Society (PRS) for the performance of copyright music from Phonographic Performance Licence (PPL).

4.1 We have a Premises Licence authorising entertainment and the sale of alcohol. You hereby acknowledge receipt of a copy of the conditions of the Premises Licence and/or Operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agree to apply with all obligations therein. If we believe that a Temporary Event Notice (TEN) would be in our best interests for this hiring, we can require you to give notice of a TEN.

4.2 Use of, and access to, the Stage and associated facilities within the Main Hall is NOT permitted without the specific written authority of the Booking Secretary.

4.3 Please note that Sellotape (or similar) must not be used on the wooden hall floor; white tack (or similar) should be used if you wish to affix items to the walls throughout the premises

5. You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.

6. We and you hereby agree that the Standard Conditions of Hire (see below), together with any additional conditions imposed under the Premises Licence or that we deem necessary, form part of the terms of this Agreement unless we and you agree in writing.

7. 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.

Agreed by the person named at 2.2 above, duly authorised, on behalf of Knockholt Village Centre.

Agreed by the person named at 2.3 above, duly authorised, on behalf of the organisation named, where applicable.