

- (1) The Village Hall named in clause 1.1 acting by its management committee ("Village Hall").
- (2) The person or organisation named in clause 1.2 ("Hirer").

**AGREED** as follows:

In consideration of the hire fee (detailed in Appendix 1 and invoiced separately), the Village Hall agrees to permit the Hirer to use the facilities described in clause 1.4 for the purpose described in clause 1.5 for the period(s) described in clause 1.3. The details inserted in sub-clauses 1.1 to 1.6 below and the answers to the questions in sub-clauses 2.0 to 2.1 are terms of this agreement.

The Hirer acknowledges they are aware of and have understood the content of the appendices listed below:

- i) Appendix 1: Hire Rates
- ii) Appendix 2: Standard Conditions of Hire
- iii) Appendix 3: Fire Safety Conditions and Information
- iv) Appendix 4: Additional Rules and Information
- v) Appendix 5: Kitchen: Additional Conditions and Information
- vi) Appendix 6: Special Conditions of Hire: Premises License
- vii) Appendix 7: Application for a licensed bar at an event

1.1 Lustleigh Village Hall

(a) Registered Charity No:	272038
(b) Authorised Representative:	Sarah Vantreen
Address:	Parklands, Lustleigh, Devon, TQ13 9SH
Telephone Number:	01647 277411
Email address:	<a href="mailto:sarahvantreen@gmail.com">sarahvantreen@gmail.com</a>

1.2 Hirer:

(a) Name:	
(b) Organisation:	
(c) Name of Organisation's Authorised Representative:	
Address:	
Contact Telephone Numbers:	
Email address:	

1.3 Date(s) required:

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1.4 Facilities required:

	Period Of Hire			
	AM	PM	Eve	All Day
Main Hall				
Meeting Room				
Kitchen				
Electric Party Lights				
T Light holders				

**1.5 Purpose/description of hiring** (for multiple bookings if necessary continue on a separate page / complete separate hiring agreement)

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Anticipated number of attendees?	
Will this be a public/private event?	
Will this be for commercial use?	

**1.6 Food and Drink**

Are drinks to be served at the event?	
Is food (other than biscuits/cakes) to be provided at the event?	
Is food to be cooked on the premises for the event?	

**1.7 Deposit**

The Hirer shall pay a deposit of £50.00 / £100, depending on the type of booking and at the discretion of the secretary. The balance of fees being payable on or before the conclusion of the event for which the premises are hired (the deposit having been paid on the signing hereof).

Payment should be made by BACS to:  
Lustleigh Village Hall. Account No 03912968. Sort Code 30-93-14.

This deposit will be deducted from your final account 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 the Village Hall about noise or other disturbance during the period of the hiring as a result of the hiring.

**2.0 Premises Licence**

The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. **Please confirm** in the box below which 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
a. The performance of plays	Yes	Mon – Sun 08:00 - Midnight	
b. The exhibition of films	**	**	
c. Indoor sporting events	**	**	
d. Boxing or wrestling entertainment	No		
e. The performance of live music	Yes	Mon – Sun 08:00 - Midnight	
f. The playing of recorded music	Yes	Mon – Sun 08:00 - Midnight	
g. The performance of dance	Yes	Mon – Sun 08:00 - Midnight	
h. Entertainments similar to those in a – j	**	**	
i. Making music	Yes	Mon – Sun 08:00 - Midnight	
j. Dancing	Yes	Mon – Sun 08:00 - Midnight	
k. Entertainment similar to those in i - j	**	**	
l. Provision of hot food/drink after 11pm	**	**	
m. The sale of alcohol	Yes	Mon – Sun 08:00 - Midnight	

\*\* Contact Booking Secretary

2.1 Have you indicated at 2 (m) that alcohol will be sold at your event?

If you answer yes to the above question, you will need to seek written permission from the management committee in order for a bar to be provided by or arranged with the Village Hall's Designated Premises Supervisor.

The management committee will require you to complete a separate form detailing your requirements. Failure to do so will result in cancellation of the hiring without compensation. Lack of co-operation could affect future fundraising by the hall management committee and local voluntary organisations. Please Refer to Appendix 7.

- 2.2 The hall has a licence with the Performing Rights Society for the performance of copyright music.
- 3. The Hirer agrees with the Village Hall to be present (by its authorised representative, if appropriate) throughout 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 and any other conditions annexed with this agreement, shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Village Hall and the Hirer.
- 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 person named at 1.1(b) above, duly authorised, on behalf of the Village Hall's Management Committee:

Signed by the person named at 1.2(a) above or at 1.2(c) above, duly authorised, on behalf of the organisation named at 1.2(b) above, where applicable:

Dated:

BACS payment made of £50 / £100:

**Please return to: Booking Secretary, Lustleigh Village Hall,  
Parklands, Lustleigh, Devon TQ13 9SH. Tel: 01647 277411, Email [sarahvantreen@gmail.com](mailto:sarahvantreen@gmail.com)**

This is a fillable PDF Form. It may be edited, saved and emailed to the Booking Secretary