

## Foulden Village Hall – Private Hire Agreement

This agreement is made on

Between The village hall representative named in section 2

And The person named in section 3 referred to as the Hirer.

Foulden Parish Council and/ or it's employees and volunteers agree to permit the Hirer to use Foulden Village Hall for the purpose (6) and for the period(s) (1)

### 1. Date(s) required

Date – From to

Time – From to

Date – From to

Time – From to

Date – From to

Time – From to

### 2. Village Hall Representative

Authorised representative

Address

Tel. no.

E-mail

### 3. Hirer must be 18 years or over

Name

Organisation (if applicable)

Address,

Tel. no.

E-mail

### 4. Hire Fee (Hourly Rate) Resident:- £8.00 per hour Non Resident:-£10.00 per hour.

Total Hire Fee £

Deposit (to be paid at time of booking) £

Balance of booking fee (to be paid no later than 7days before event) £

### 5. Cleaning and Damage Deposit:-

Deposit (to be paid at time of booking) £

We(2) will refund the hirers deposit within 7 days of the completion of the period of hire provided 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 or as a result of the hiring.

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**6. Purpose/description of hiring: .....**

6.1 Is food to be provided at the event? Yes / No

6.2 Is alcohol to be provided at the event? Yes / No

6.3 Will there be exhibition of a film? Yes / No

6.4 Will live music be performed or recorded music played? Yes / No

The Hirer is responsible for obtaining all necessary licences relating to their event

**7.** You agree to be present for the duration of the hire period (1), to comply fully with this agreement and the standard conditions of hire.

**8.** We(2) and you(3) hereby agree that the Standard Conditions of Hire, which may also be viewed on the Foulden Norfolk Web Site:- [www.Fouldennorfolk.org](http://www.Fouldennorfolk.org), 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 (2) and you (3) agree in writing

Signed by the person named in section 2, duly authorised, on behalf of Foulden Parish Council.

Signature..... Date.....

Signed by the Hirer named in section 3

Signature..... Date.....

**9.** You(3) hereby agree that you have read and understood the Covid-19 risk assessment, which may also be viewed on the Foulden Norfolk Web Site:- [www.Fouldennorfolk.org](http://www.Fouldennorfolk.org), and that you will take all necessary action to meet the requirements as laid out in that risk assessment.

Signed by the Hirer named in section 3

Signature..... Date.....