

Tansley Community Hall – Hire Agreement

Please complete and return to Karen Parker, Secretary, 23 The Knoll, Tansley with payment^{\$}

Tansley Community Hall **Management Committee** agrees for the **Hirer** to use the **Premises** for the **Purpose** and the **Period** described below, in accordance with the **Conditions of Hire** set out below.

Hirer: (minimum age 21)

Name: Tel No:

Address:

Details of Hire:

Purpose: Date:

Period of Hire:

Event Start Time: Event End Time:

Event Hire Period* (hours): Event Set-Up** (hours):

Total Hire Period: Total Cost:

Required Usage of Premises: (please tick one)

- Community Hall and kitchen facilities.
- As above plus additional equipment (incurs an additional fee to be agreed with the TCH Secretary).

Additional equipment required:

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Signed on behalf of Tansley Community Management Committee:

Name Signature..... Date.....

Signed by Hirer:

Name Signature..... Date.....

Tansley Community Hall Management Committee

April 2012

www.tansleycommunityhall.yolasite.com

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Conditions of Hire

Use of the Hall

During the **Period of Hire** the **Hirer** will:

1. Be responsible for the supervision of the premises, fabric and contents, their care, safety from damage however slight, or change of any sort.
2. Be responsible for the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as not to obstruct the highway.
3. Not sub-let, or use the premises for any unlawful purpose or in any unlawful way, or do anything or bring onto the premises anything which may endanger the premises, fabric, or contents.
4. Not sell alcohol on the premises but is permitted to consume alcohol for private parties with prior agreement from the Management Committee
5. Indemnify the Management Committee for the cost of repair of any damage done to any part of the premises and its contents during or as a result of the hiring.
6. Ensure that no equipment other than that belonging to the Community Hall is stored in the Premises, unless by prior arrangement.

Health and Safety

During the **Period of Hire** the **Hirer** will:

1. Acknowledge and adhere to Tansley Community Hall Health and Safety policy at all times. A copy of the Health & Safety policy is provided for reference, in the kitchen area.
2. Keep kitchen surfaces clear of any item not specifically used for food.
3. Ensure that no children are allowed into the kitchen.
4. Not permit animals into the hall or kitchen.
5. Ensure that equipment is used by competent persons and that no unauthorized electrical appliances are used unless by prior arrangement.
6. Record all injuries in the Accident Book, stored in kitchen.
7. Uphold the No Smoking Policy of the building and grounds.

Cancellation

1. If the Hirer wishes to cancel the booking before the date of the event, and the Management Committee is unable to obtain a replacement booking, the payment of the fee shall be at the discretion of the Management Committee.

After Use

At the end of the hiring the **Hirer** will:

1. Ensure that the kitchen, hall, toilets, and outside areas are left clean and tidy, ready for the next User.
2. Turn all lights off.
3. Remove all rubbish from the premises.
4. Close all windows, lock the door and return the key to the TCH Secretary.
5. Ensure that any problems or defects are reported to the TCH Secretary.

If the Hirer is in any doubt as to the meaning of any of these conditions, please consult the TCH Secretary.

Hire Costs:

**£6 per hour for event*

***£3 per hour for event set up*

§Fees payable on date of booking for 'one-off' events & monthly via invoice for weekly bookings.