

Lambeage Village Hall Coverack  
Hiring Agreement

**This agreement is made on..... (Date) between the Lambeage Village Hall Committee (LVHC) and the person(s) or body named below (The Hirer).**

**Following payment of the sum(s) mentioned in paragraph A, and the signed acceptance of the conditions at paragraph B below:-**

**A. The LVHC agrees to permit the Hirer to use the premises for the agreed purpose and period(s) at the hiring fee specified below:-**

**Purpose of Hiring**

.....

**Period of Hiring**

**Date(s).....  
(morning /afternoon /evening /all day (delete as not required.)**

**(morning – up to 1.00pm / afternoon – 1.00 to 6.00pm / evening 6pm to midnight)**

**Hiring Fee £.....**

***Note: The hiring fee includes an additional sum of £10.00. This will be refunded upon return of key, subject to the observance of the Conditions and Rules set out on the reverse of this form, and in particular to leaving the Hall "clean and tidy".***

**B. THE HIRER agrees to comply with the Conditions of Hire and Rules as set out on the reverse of this form, together with any additional requirements imposed by the LVHC which have been notified in writing to the hirer**

**Hirer:**

**Signature.....**

**Name (block letters).....**

**Organisation (if applicable).....**

**Address.....**

**.....Telephone number.....**

### **Conditions of Hire**

1. THE HIRER shall pay the balance of fees due before the conclusion of the booking, as may be directed by the LVHC. If the Hirer wishes to cancel the booking and the LVHC is unable to arrange a replacement booking, the LVHC may at its absolute discretion refund the fees but shall be under no obligation to do so. In the event of the LVHC cancelling the booking all fees paid by the Hirer shall be refunded.
2. THE HIRER shall ensure that the Rules (below) governing the use of the premises are complied with.
3. THE HIRER shall, during the period of hiring, be responsible for supervision and security of the premises, protection of the fabric and contents from damage, and the behaviour of all persons using the premises, including proper supervision of car parking arrangements (if any) so as to avoid obstruction of the highway.
4. THE HIRER shall be responsible for obtaining any local authority or other licences necessary in connection with the booking, other than those already held by the LVHC.
5. THE HIRER shall be responsible for making adequate arrangements to insure against any third party claims which may be made against the Hirer or his/her organisation whilst using the premises over and above that already covered by the hall policy.
6. THE HIRER shall be responsible for the observance of all regulations affecting the premises imposed by the Licensing Justices, the Fire Regulations, and the Local Authority or otherwise.
7. THE HIRER shall 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, their users, or any insurance policies relating thereto.
8. THE HIRER shall indemnify the LVHC in respect of the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the building during or as a result of a booking and in respect of any liability to third parties or otherwise arising out of the use of the premises pursuant to the booking.
9. THE HIRER shall, if selling goods on the premises, comply with all relevant fair trading laws and any local code of practice issued in connection with such sales.
10. THE HIRER acknowledges that no tenancy is intended to be created between the LVHC and the Hirer and no relationship of landlord and tenant exists between them.

### **Rules & Responsibilities of the Hirer**

- (a) **SESSION TIME LIMITS.** Unless special times have been arranged with management (Booking Agent) the time limits of the session must be strictly adhered to. For an evening session the Hall should be vacated not later than midnight.
- (b) **HALL CLEANLINESS.** The low hiring fee is only possible because no full time cleaner is employed. It is therefore required that the hirer ensures that the hall is left in a clean and tidy state after use. Evening session users may, by arrangement with the Booking Agent, be allowed access the following day for this purpose, (up to 10.30 am) unless the Hall is otherwise in use.
- (c) **KEYS.** Arrangements to obtain door keys will be agreed at the time of booking. It is essential that such keys be returned at the end of a session, or not later than 10.30am the following morning after an evening session.
- (d) **BREAKAGES.** Breakages or damage to Hall equipment must be reported to the Booking Agent within 24 hours. The hirer may be called upon to pay for all, or part of such damage or breakage.
- (e) **FIRE PRECAUTIONS.** It is essential that the hirer must familiarise him/herself with the position of fire fighting equipment, and its use. Extinguishers are positioned in the kitchen, together with a fire blanket, and in the foyer by the main door.
- (f) **VACATING THE HALL.** Please ensure that all windows are closed, lights and power switched off, and all doors locked. For evening session users there is a delay lighting system for the steps, please read the instructions at the location of the switches.