

All booking enquiries, including information on Hire Charges for hiring the Hall should be made to the Booking Clerk:

Cheryl Newman: bookings@holmepierrepontandgamstonpc.org.uk

Mobile: 07786 14 1066

Address: 10 Thirlmere, West Bridgford, Nottingham NG2 6RP

HOLME PIERREPONT & GAMSTON

PARISH COUNCIL

HIRE OF GAMSTON VILLAGE HALL

YOUR CONTACT DETAILS

Name:

Telephone Number:

Mobile Number:

Email address:

YOUR ADDRESS

Post Code:

HIRE PERIOD FOR YOUR EVENT *(please include day & date e.g. Friday 21st July 2017)*

From:

Date

Time

To:

Date

Time

PURPOSE OF YOUR EVENT *(please briefly explain what you will be doing in the village hall)*

DEPOSIT AND HIRE CHARGE FOR THE HALL

(Please make all cheques payable to 'Holme Pierrepont and Gamston Parish Council')

Deposit: (please provide a separate cheque for the Deposit)

£ 25.00

Hire Charge: £10 per hour or part hour (Mon-Fri),
£25 per hour or part hour (Sat-Sun); minimum of 2 hours

£

THIS HIRE AGREEMENT COVERS THE HIRE OF THE VILLAGE HALL FOR YOUR EVENT FROM US FOR THE HIRE PERIOD STATED. IT IS IMPORTANT THAT YOU READ ALL OF THIS HIRE AGREEMENT AS IT SETS OUT LEGAL OBLIGATIONS ON YOU. BY SIGNING THIS HIRE AGREEMENT YOU CONFIRM TO US THAT YOU INTEND TO BE BOUND BY ITS CONTENTS.

**AGREED AND ACCEPTED BY
THE HIRER:**

**AGREED AND ACCEPTED BY THE BOOKING
CLERK (FOR AND ON BEHALF OF HOLME
PIERREPONT & GAMSTON PARISH COUNCIL):**

Signed.....

Signed.....

**Print
Name.....**

**Print
Name.....**

Date.....

Date.....

HOLME PIERREPONT & GAMSTON PARISH COUNCIL VILLAGE HALL Terms and Conditions of Hire

For convenience, the following definitions are used throughout this Hire Agreement:

“Booking”	means a booking for Your Event at the Hall using the Hire Agreement.
“Deposit”	means the payment by You of £25 to cover some or all of any damage or breakages during the Hire Period.
“Event”	means the event described overleaf that You need to hire the Hall for.
“Hall”	means Holme Pierrepont & Gamston Parish Council Village Hall, Old Tollerton Road, Gamston, Notts., that is owned and managed by Holme Pierrepont & Gamston Parish Council.
“Hire Agreement”	means this document comprising both the booking form overleaf and the terms and conditions of hire below.
“Hire Charge”	means the hire charge stated overleaf and paid by You for the Booking.
“Hire Period”	means the length of time of the Booking as described in the section ‘Hire Period For Your Event’ overleaf.
“We/Us/Our”	means Holme Pierrepont & Gamston Parish Council and/or the Booking Clerk, as applicable.
“You/Your”	means the person or organisation stated overleaf who is responsible for hiring the Hall for the Event.

- 1) The Booking will be confirmed when You have completed and returned the Hire Agreement, along with Your payments for the Hire Charge and Deposit, and the Booking Clerk confirms the booking to you by email. If You do not have an email address, We will post confirmation to You.
- 2) You must provide Us with a separate cheque for **£25.00** for the Deposit **as well as** payment for the Hire Charge. The Deposit cheque will be returned to You as long as You do not cause any breakages or damage during the Hire Period (see clause 26).
- 3) If We cancel a Booking for reasons that are Our responsibility, any Hire Charge and Deposit You have paid will be refunded in full to You. In such event, this refund of the Hire Charge and Deposit will be Our sole liability to You.
- 4) Subject to clause 5) below, You may terminate this Hire Agreement at any time on written notice to Us.
- 5) If You terminate a Booking before the Hire Period, any Hire Charge that You have paid to Us will be refunded or charged as follows:

29 or more days’ notice	All Hire Charges will be refunded
8 to 28 days’ notice	50% of Hire Charges will be refunded
7 days’ or less notice	No refund of Hire Charges

- 6) We reserve the right to refuse any Booking application made to Us without giving reasons for doing so.
- 7) We may also, acting reasonably, terminate this Hire Agreement and cancel any Booking at any time. Such reasons may include, but not be limited to, failing to comply with particularly important parts of this Hire Agreement (e.g. for reasons of health and safety).
- 8) Other than for any claim by You for death or personal injury due to Our negligence, We will not be liable for any costs incurred by You as a result of Our cancellation of a Booking. You are advised to insure against any such loss.
- 9) If We are in breach of this Hire Agreement and You want to make a claim against Us, We will not accept any claims which relate to business expenses or economic losses. For example, We will not accept any claims for loss of profit to Your or another person’s business.
- 10) You will remain responsible for the Event during the Hire Period.
- 11) We cannot accept responsibility for any damage or injury caused by Your failure to comply with this Hire Agreement. It is very important that You are properly covered by insurance for any risks involved in the running of the Event, such as public liability, personal injury and death to those attending the Event. This section does not in any way attempt to exclude or limit Our liability to You in the event that either death or personal injury is caused by Our negligence, breach of contract or breach of any statutory duty.
- 12) The Hall is in a residential area, so We would request that You are respectful to the needs of people in the neighbouring properties during Your Event.
- 13) Parking is very limited at the Hall. Please do not park on the Main Road outside the Hall, as residents need permanent access to their properties. If extra parking is needed, the grassy area next to the Hall is available (dependant on weather conditions) – please confirm with Us before Your Event.
- 14) To avoid noise nuisance, please keep doors and windows closed unless entering or leaving the Hall. Noise from the Hall should not be audible at the boundary of any residential property and it is Your responsibility to listen and check. Please leave the Hall quietly at the end of Your Event.
- 15) When outside the Hall please ensure that noise levels are kept to a minimum. Music can only be played outside with Our permission until 19:00 hrs.
- 16) The Hall must be vacated by: 22:00 hrs Monday to Thursday; 23:00 hrs on Friday and Saturday evenings; and 22:00 hrs on Sunday evenings.
- 17) No smoking is allowed in or around the Hall at any time.
- 18) You are responsible for the safety of those attending the Event. Please observe the safety regulations at all times as listed on the notice boards, including the fire evacuation procedure, the location of fire exits and the assembly point. Please ensure that fire exits are not blocked or fire appliances removed or tampered with. The First Aid Box is kept in the cupboard to the right of the main entrance and keys to open it are located on a hook beside it.
- 19) Under no circumstances must anything be hung, pinned or otherwise affixed to any part of the walls, ceiling or lights in the Hall without Our permission.
- 20) It is Your responsibility to read the Premises Licence in the Hall and to ensure the Event meets the Licence requirements.
- 21) We only accept children’s birthday parties for children aged 11 or under.
- 22) It is Your responsibility to ensure that the Hire Period includes any ‘setting up’ and ‘clearing up’ times.
- 23) The Hall is not licensed for the sale of alcohol. If You wish to sell alcohol, You will need to obtain a licence from Rushcliffe Borough Council at Your cost.
- 24) The maximum number of persons allowed in the Hall is 50 standing or 40 seated.
- 25) The Hall must be left clean, tidy, and ready for use by the next hirer. Please ensure that all crockery and utensils are washed and replaced in the appropriate cupboards; the surfaces are wiped; the floors are swept; the tables and chairs stacked away, lights and taps turned off, the toilets are left clean and that all rubbish (including nappies) is placed in the bins by the gate.
- 26) Any damage caused to the property, fixtures, fittings, furniture or crockery is to be reported Us as soon as possible, but in any event, within 24 hours after the Hire Period. Breakages or any damage to the Hall shall be charged for. We may use the Deposit for some of these costs.
- 27) No animals are permitted during Your Event without Our prior approval.
- 28) You are responsible for promptly collecting and returning the Hall keys from and to the Booking Clerk.