

## TROSTON VILLAGE HALL HIRING AGREEMENT

This agreement is made between the Village Hall Management Committee (the Committee) and the Hirer named in paragraph 1 below, whereby, in consideration of the sum(s) mentioned in paragraphs 2 and 5 below the Committee agrees to permit the Hirer to use the parts of the premises agreed for the purpose (3) and for the agreed period(s) (4).

<b>1. Hirer</b>	Name	
	Organisation	
	Address	
	Telephone Number - Home	
	Telephone Number - Mobile	
	Email Address	

<b>2. Fees</b>	Main Hall, kitchen & meeting room	Rate		Total	
	Marquee	Rate		Total	
	<b>Total:</b>				
	<b>Amount of Deposit:</b>				

**3. Purpose of hiring**

**4. Date(s) and times of hiring**

Date		Times	From		To	
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**5. Estimated cost (£10 per hour for residents and £15 per hour for non-residents)**

**6. Deposits and payment :** **Occasional Users :** A £50 deposit will be required on booking the Hall. The full Payment is required 14 days before the booking date. The deposit is refundable after the event provided no damage has occurred. Should the deposit not cover the full cost of any repairs, the hirers shall be liable for the balance of costs. **Regular Users :** will pay in accordance with a payment schedule mutually agreed. No deposit is required but hirers are responsible for the full cost of any repairs.

**7.** The Hirer agrees to be present during the hiring and to perform the provisions and stipulations contained or referred to in the Standard Conditions of Hire together with any special additional conditions.

**8** Signed by the Hirer named at (1a) and where applicable as the Organisation's representative on behalf of the Organisation named at (1b) above. I declare that the information given for this agreement is correct to the best of my knowledge and I acknowledge that any misstatement or misrepresentation will invalidate the agreement.

**I agree to accept the Conditions of Hire**  **Date**

Note: Person(s) signing must be 18 years of age or over.

Please return this form to Mrs Sue Bishop, Rowan House, Church Lane, Troston, Bury St Edmunds, Suffolk.

- Hall Key: The key may be collected from the treasurer/bookings clerk at a mutually convenient time. After the hire period the hall should be locked and the key returned. £10 will be charged for lost keys.
- Payment: The £50 deposit will secure the booking .  
Payments maybe by "**Cash**", cheque payable to: Troston Village Hall or BACS to 'Troston Village Hall Management Committee Sort Code : 40-15-22 Account Number : 11159992
- Cancellation: If the Hirer cancels prior to the event, payment or reimbursement is at the discretion of the Committee/Bookings Clerk.
- Hire Period: In exceptional circumstances (e.g. cold weather) the hall can be accessed and the heating turned on up to a maximum of 1 hour before the hire period begins. Access for any other purposes (e.g. food preparation must be arranged with the Bookings Clerk at the time of booking and may incur an extra charge.
- Indemnity: The Hirer shall indemnify the Committee for the cost of repairs of any damage to the contents and any part of the property including the curtilage thereof during the period of the hiring. No responsibility is accepted for stored equipment.
- Electric and water charge: This is included in the hire charge.
- Alcohol : Alcohol cannot be sold on these premises as a licence is not held. Hirers may bring their own alcohol for personal use only.
- Hall Security: All Heating appliances (kettles, hot plates, water heaters and additional room heaters etc.) are switched off and allowed to cool before departure.  
All windows must be closed and latched. No smoking is allowed in the hall.  
All internal and external doors closed and where applicable locked.  
NO naked flames, strobe lighting or smoke machines can be used on the premises unless agreed with the Committee and the circumstances of use evaluated.  
No electrical items can be taken into the hall without the express permission of the booking clerk and should be in good order (ideally possessing a current PAT certificate).
- Hall Condition: The Hall must be left after your hiring in the condition as found in readiness for the next Patron. This Village Hall does not have the services of a daily cleaner. If the cleaner is needed after your event the cost will be taken from your deposit. Please clear up all spillages immediately. Cleaning equipment is kept in the kitchen.  
Please report any damages for evaluation and additional charges/recovery of costs may be necessary to the hirer.  
NO animals allowed in building except assistance dogs (hearing and guide dogs).  
Please remove all rubbish generated from the premises and close the entrance gate when leaving the premises.
- Hall garden: Chairs and tables from the hall should not be taken onto the grass in the hall garden. Garden furniture is available. Use of a BBQ is permitted by arrangement. Additional garden furniture and children's toys may be taken into the garden, provided they do not damage the lawn.
- Hiring Hours: Any one hiring the hall must finish their event by 12.00pm midnight. **Please be considerate to residents when leaving the building .**
- Telephone : The telephone in the kitchen is for emergency use only. Any calls are the responsibility of the hirer.
- Hazardous Activities : The activities on the following page are considered hazardous by the insurance company. The hirer will need to provide documentation to ensure they have adequate insurance in place.
- Wifi: Free WiFi is available in the hall. Wireless network BTHUB3-TP59 ; key/password 845bed592f

**It is recommended the entrance gate is closed at all times the hall is being used by small children.**

**Thank you for your co-operation in all these matters.**

Emergency Contacts for hall functionality: Mrs Sue Bishop 01359 269467  
Mrs Brenda Burrridge 01359 269653

Booking Clerk contact:

Mrs Sue Bishop 01359 269467

[sandsbishop@btinternet.com](mailto:sandsbishop@btinternet.com)

### **HAZARDOUS ACTIVITIES**

Abseiling

Airsoft War-games

Animals

Assault Courses

Mountaineering Usual

Boxing

Bungee Jumping

Bungee Running

Basketball

BMX Tracks

\*Bouncy Castles\*

(can be covered please contact us)

Quad Biking

Canoeing

Chainsawing

Cricket Tours

Cross – Country Skiing

Dry Slope Skiing

Duke of Edinburgh Awards

Equestrian Activities

Fencing

Flying

\*Fireworks / Bonfires

(can be covered please contact us)

Gliding

Go-Karting

Gym Sessions / Operation of a Gym

Hang Gliding

Helicopter

Hockey

Hot Air Ballooning

Ice Hockey

Indoor Rock Climbing

It's a knockout type activities

Judo / other martial arts

Microlite

Motor Cycling

Mountain Biking

Mountaineering Advanced

Over landing

Parachuting

Parasending

Pot Holing / Caving

Pony Rides

Quasar Laser War Games

Rafting (White Water)

Rock Climbing

Rugby / Soccer Tours

Sailing - Open Seas

Skateboarding

Ski-ing (Snow, Dry or Cross Country)

Scuba Diving

Snorkeling

Soccer / Rugby

Sub – Aqua

Trampolining

War Games

War Games (paintball)

Water Based Activities

Wrestling

Zorbing

\*COVER FOR BOUNCY CASTLES AND FIREWORK/BONFIRE EVENTS CAN BE SEPERATELY ASSESSED AND COVERED ALTHOUGH AN ADDITIONAL PREMIUM MAY BE PAYABLE.