Landbeach Village Hall Booking Form

Registered Charity No: 203793

Name of Hirer			**Contact Name**
Address			
Telephone number	**Email address**		
Date of Hire	**Time From**		**To Time**
Please note that setting up and clearing away times must be included in the above			
Agreed rate per hour	**Total cost**	**50% deposit**	**Balance**
A damage deposit of £100 is required from each hirer at time of booking. This will be refunded within 28 days of the termination of the period of hire provided that 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 as a result of the hiring.			
Hire main hall 100 people YES/NO*	**Hire lounge 50 people YES/NO***		**Hire both 150 people YES/NO***
Please note that children's parties may only be held in the main hall.			
Reason for hire		**Will there be music? YES/NO* Type of music? (Band Disco etc)**	
Will there be alcohol? YES/NO*	**Will tickets be sold? YES/NO***		**Commercial hire YES/NO***

***Please delete as necessary.**

The Social Club Bar can be booked for your function, to obtain charges and availability email: LSSCbookings@landbeachvillage.co.uk . Alcohol can only be purchased through the SC if booked.

Please sign to agree to the terms and conditions of hire for Landbeach Village Hall.

Signature of Hirer_____ Date_____

Village Hall Managers _____Date_____

Please note that deposits will be banked.

Hirer: ***Please read and note additional appendix 1and 2 sheets below as they form part of the total hiring agreement, you sign when booking.***

To hire Landbeach Village Hall, check availability, arrange a site visit and ensure that our facilities meet your requirements, please contact our Village Hall Managers: Porter Services, Telephone: 0794 236 1194, email: villagehall@landbeachvillage.co.uk

1. Add your details to the booking form together with payment to cover the 50% hire deposit and the £100 damage deposit. Payment by bank transfer: Account name: **Landbeach Village Hall**, sort code: **09-01-55**, account number: **88113085**.

2. You or your organisation must pay the balance of the booking fee at least 14 days before the event for which you hire the premises.

3. Save a signed copy of your booking form (including Appendices 1 and 2).

4. We will refund the damage deposit within 28 days of the termination of the period of hire provided that 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 as a result of the hiring.

Please note that on signing the booking form and paying deposits you enter into a contract that could be used as evidence should legal action become necessary.

(1) The Village Hall named in clause 2.1. acting by its management committee.
(2) The person or organisation named in clause 2.2.

AGREED as follows:

1. Throughout this Agreement:

• the Village Hall named in clause 2.1 is referred to as "we"; "our" is to be construed accordingly and
"we" and "us" mean and include the Village Hall's charity trustees, employees, volunteers, agents and
invitees

• the person or organisation named in clause 2.2 is referred to as "you"; and "your" is to be construed
accordingly; "you" also includes the members of your management committee (if appropriate), your
employees, volunteers, agents and invitees

• where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Village Hall Managers or, if they are not available, any of our charity trustees.

2. In consideration of the hire fee described on the booking form we agree to permit you to use the premises described on the booking form for the purpose and for the period(s) also inserted on the booking form. This Agreement includes the annexed Standard Conditions of Hire (Appendix 1) and the Special Conditions of Hire following Covid-19 pandemic (Appendix 2) as set out in this schedule.

2.1. Village Hall

Landbeach Village Hall, Registered Charity No. 203793

2.2. You agree not to exceed the maximum permitted number of people per room including the organisers/performers as stated on the booking form.
Main hall: (13.5m. x 7 m.) 100 people. Lounge: (8.5m. x 8m.) 50 people.

3. Hire Fees:

You must pay a deposit of 50% of the cost of the booking and the damage deposit at the time you sign this Agreement. You must pay the balance of the booking fee at least 14 days before the event for which you hire the premises.
We will refund the damage deposit within 28 days of the termination of the period of hire provided that 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 as a result of the hiring.

3.1. Optional additional condition for use with commercial hirers:

"Village Halls are usually held on strict trusts which require the management committee to ensure that the Hall is administered in accordance with those trusts. Accordingly, we are bound to preserve and hereby reserve the right to terminate this Agreement by not less than seven days' notice in writing to you in the event of the Hall being required on the same date/time for the fulfilment of its charitable purposes.
In the event of such termination by us, we will refund to you all monies paid by you to us. We will not, however, be liable to make any further payment to you in respect of expenses, costs or losses incurred directly or indirectly by you in relation to any such termination."

4. The hall has a licence: with the Performing Right Society (PRS) for the performance of copyright music from
Phonographic Performance Licence (PPL).

4.1 We have a Premises Licence authorising entertainment. You hereby acknowledge receipt of a copy of the conditions of the Premises Licence and/or Operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agree to apply with all obligations therein. If we believe that a Temporary Event Notice (TEN) would be in our best interests for this hiring, we can require you to give notice of a TEN.

5. You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with the details on your booking form and standard and special conditions of hire (appendixes 1 and 2)

6. We and you hereby agree that the Standard and Special Conditions of Hire (see below), 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 and you agree in writing.

7. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

The person signing Landbeach Village Hall booking form accepts all terms and conditions outlined by Landbeach Village Hall Management Committee relating to the Hire of Landbeach Village Hall, along with the attached appendices 1 and 2 of hire.