WRENINGHAM VILLAGE HALL

Terms & Conditions (September 2023 v1.0)

Part 1 – General Conditions

PARTIES

(1) Wreningham Village Hall (as defined in clause 2.2)

(2) Hirer (as defined in clause 2.3)

AGREED as follows:

1. Throughout this Agreement:

- the Village Hall named in clause 2.2 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 2.3 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 Booking Secretary or, if not available, any of the Committee members.

2. In consideration of the hire fee described in clause 2.4, we agree to permit you to use the premises described in clause 2.2 for the purpose described in clause 2.5 for the period(s) described in clause 2.1. The details inserted in sub-clauses 2.1 to 2.5 below are the terms of this Agreement. This Agreement includes the annexed Standard Conditions of Hire (Part II) and the Special Conditions of Hire (Part III).

2.1 Date(s) of hire as confirmed on the Wreningham Village Hall online booking system and confirmation email.

2.2 Wreningham Village Hall

Charity Number	**284991**
Authorised Representative	Mason or Cathy Paul (Hall Booking Secretary)
Address	Wreningham Village Hall, Mill Lane, Wreningham, NORFOLK NR16 1AN
Email & Telephone Number	wreninghamvillagehall@gmail.com / 07541 566514

2.3 Hirer as confirmed on the Wreningham Village Hall online booking system and confirmation email.

2.4 Hire Fee

- This will be based on our prevailing hire charges applicable at the time of conformation of the booking as confirmed on the Wreningham Village Hall online booking system.
- Full Payment will be invoiced for one off bookings once the booking is confirmed.

- An additional Surety Deposit may applicable at the discretion of the Village Hall Committee having considered the risk of hirers causing damage to the hall, creating noise or other disturbances.
- For commercial hires, a Governing Document which requires the management committee to ensure that the hall is administered in accordance with its 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.
- If we terminate, 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.

2.5 The purpose/description of hiring is as defined on the Wreningham Village Hall online booking system and confirmation email.

3. You agree not to exceed the maximum permitted number of people per room including the organisers / performers for this event:

For event use:	Main Hall	Room Margaret Preston	Kitchen
Maximum allowed is 300 overall	250 dancing 180 seated 220 both	35 seated 50 seated / standing	10

For activities such as fitness classes it is expected that the qualified instructor will set a safe limit on numbers and agree this with the booking secretary.

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 and the sale of alcohol. 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.

5. You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.

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.

8. On accepting the Terms and Conditions of this agreement, the HIRERS enter into a contract that could be used in evidence should legal action become necessary