|  |  |
| --- | --- |
|  | **COUNTESTHORPE PARISH COUNCIL****Countesthorpe Village Hall, Station Road, Countesthorpe, Leicester. LE8 5TB****Telephone: 0116 277 9518** **Email:** **manager@countesthorpeparishcouncil.co.uk****Web site: www.countesthorpeparishcouncil.co.uk****Parish Council Manager and Clerk of the Burial Board**HIRING AGREEMENT FOR REGULAR HIRERS |
| THIS AGREEMENT is made between the Countesthorpe Parish Council and the HIRER named below in consideration of the sum(s) mentioned.THE COUNCIL agrees to permit the HIRER to use the premises for the purpose and for the period(s) all described below.  |
| Date of agreement:  |  | Organisation: |  |
| Name of individual hirer or organisation’s authorised representative: *(Group Contact Name)* |  |
| Address: |  | Post Code: |  |
| Contact Number: |  | Email:  |  |
| Purpose of Hiring |  |
| Premises: *(Please select)* Use of the kitchen is included in the hiring fee  | Main Hall  | £14.70 per hour 🞏 |
| Lounge  | £10.30 per hour 🞏 |
| Period of Hiring:  | Day (s)  |
|  | Times |
|  | Session (Number of hours)  |
| The fee is payable monthly in advance  |
| THE HIRER AGREES WITH THE Council to be present during the hiring and to perform the provisions and stipulations contained or referred to in the ‘Standard Conditions of Hire’ for the time being in force as annexed hereto (an understanding of which the Hirer acknowledges) together with the special conditions set out in the attached Schedule (if any). **Hirer to submit a copy of their Public Liability Insurance on an annual basis**  |
| Signed (*Hirer*) |  | Dated |  |
| Signed (*Village Hall Representative*)  |  | Dated  |  |
| Your details will be held on our records the minimum of six years and will not be shared with a third party. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.Countesthorpe Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Please refer to our General Privacy Notice and Policies on our Website at [www.countesthorpeparishcouncil.co.uk/data\_protection](http://www.countesthorpeparishcouncil.co.uk/data_protection) or you can request hard copies of these documents from the Parish Council Manager using the above contact details. |

COUNTESTHORPE VILLAGE HALL

 STANDARD CONDITIONS OF HIRE

If the Hirer is in any doubt as to the meaning of the following, clarification may be obtained from the Parish Council Manager.

For the purposes of these conditions, the term HIRER shall mean an individual hirer, or, where the hirer is an organisation, an authorised representative.

1. THE HIRER is responsible for ensuring compliance with statutory and local smoking restrictions.

2. THE HIRER may apply for an extension to the licence with regard to the sale of alcohol. This is granted upon the discretion of the Management Committee for a small extra fee. (11pm. -11.30 pm.).

3. THE HIRER will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, any damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity. Candles, naked flames, fireworks or any smoke creating activity is not permitted inside or outside of the building. No bouncy castles are allowed. All balloons must be removed or burst at the end of the evening and helium gas bottles removed.

4. THE HIRER is responsible for the supervision of car-parking arrangements so as to avoid obstruction of the highway and exits within the car park. Hirers are reminded that the rear car park will be locked after the event and will not be reopened until the next scheduled use of the building.

5. THE HIRER is responsible for ensuring that people attending their function are told of the actions to take in the event of a fire or other emergency. This includes: how to raise the alarm; what to do on hearing the alarm; how to get out of the building via the fire exits and where the Assembly Point is. This is especially important during evening or weekend functions.

6. THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

7. THE HIRER shall ensure that nothing is done on or in relation of the premises in contravention of the law relating to gaming, betting and lotteries. A television licence is not held for the premises and therefore recording, downloading or watching live television on any channel, or downloading or watching BBC programmes on iPlayer, on any device is prohibited. The hirer must have the correct copyright to show films, DVD’s or download from the internet.

8. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage play.

9. THE HIRER shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.

10. THE HIRER shall ensure that any electrical appliance brought on to the premises and used there shall be safe and in good working order, and used in a safe manner. Electrical equipment must comply with current legislation and have the appropriate safety certificate. The hirer shall ensure that no person interferes with the sound limiter in the main hall.

11. THE HIRER shall indemnify the committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring.

12**.** IF THE HIRER wishes to cancel the booking before the date of the event the deposit will be forfeited and payment or repayment of the hire fee shall be at the discretion of the committee.

13. NON PAYMENT If the final payment has not been received 7 days before the function it will be deemed as being cancelled.

14. REFUNDABLE DEPOSIT subject to the standard conditions of hire being met, the refundable deposit/bond will be refunded by cheque to the named hirer (or specified name on hirer agreement) after the event.

15. THE HIRER shall ensure that any under aged guest does not attempt to purchase alcohol. No under aged drinking is permitted.

16. BY COMPLETING THIS HIRE AGREEMENT an individual or external organisation wishing to use the premises for children’s events or activities agrees to comply with the Parish Council’s Children’s Safeguarding Policy.

17. THE HIRER must comply with all relevant legislation relating to minors.

18. THE HIRER shall ensure that the minimum of noise is made on arrival and departure both inside and outside in consideration of our neighbours.

19. THE HIRER shall advise their guests that the drinking of alcohol is not permitted outside of the premises.

20. ONLY ALCOHOLIC DRINKS purchased at the bar may be consumed on the premises. No alcoholic drinks can be brought onto the site. However provided prior notification is received, wine and champagne may be consumed on the premises with a corkage charge of £5.25 (plus VAT) per bottle for toasts/welcome drinks only. Friday and Saturday evening bookings, after 6 pm, must include the bar.

21. THE HIRER shall ensure that no animals, except guide dogs, are brought into the hall without prior agreement.

22. AT THE END of the hiring, the HIRER shall be responsible for leaving the premises and surrounds in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced, otherwise the committee shall be at liberty to make an additional charge. Tables and chairs are to be put out and put away by the hirer.

23. THE COMMITTEE reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, or a special Parish Council meeting in which case the Hirer shall be entitled to a refund of any deposit or fee already paid.

24. IN THE EVENT of the hall or any part thereof being rendered unfit for the use for which it has been hired, the committee shall not be liable to the HIRER for any resulting loss or damage whatsoever.

25. THE COMMITTEE is not responsible for loss or damage to personal property.

26. CAR PARK is used entirely at the owners own risk.

27. THE MANAGEMENT COMMITTEE reserves the right to refuse bookings for 21 year old parties. No 16 or 18 year old parties are allowed.

28. FORCE MAJEURE the Management Committee shall not be liable in any way for failure to perform, or delay in performing any obligations under these terms of business if the failure to delay is due to causes outside reasonable control including, but not limited to, act of God or governmental act, fire, explosion, flood, accident, civil commotion or industrial dispute (‘Force Majeure’). In the event of a Force Majeure arising we will notify you as soon as reasonably practicable.

28. EMERGENCY CENTRE the Village Hall is designated as an Emergency Centre to be used in the event that the community of Countesthorpe are displaced from their homes as the result of an emergency. In the event of such an emergency hirers will be required to vacate the premises. Due to the nature of an Emergency Centre the Committee may be unable to give notice.

**January 2025**