

THEALE VILLAGE HALL - HIRE AGREEMENT / TERMS & CONDITIONS OF USE
Registered Charity No. 1022446

Please print this Hire Agreement, sign it, and send it with your deposit to the Booking Secretaries:

Phil & Cathy Butterworth, Bennett's Cottage, Latcham, Wedmore BS28 4SD 01934 712775

This is a legal agreement between you and Theale Village Hall. Only sign it if you wish to abide by the conditions in it. Complete the sections below and sign to confirm your booking and the terms & conditions governing it.

| | | | |
|----------------------------|-------------------|-----------------|------------------------|
| Your Name | | | |
| Organisation | | | |
| Address: | | | |
| Telephone | | | |
| Email | | | |
| Type of Function | | | |
| Facilities Required | | | |
| Date(s) of hire | From | To | |
| Duration of event | Start Time | End time | Number of Hours |

Please note

- Hirers & Guests are required to vacate the premises within fifteen minutes of the end of a hire period. After midnight (unless the event is New Year's Eve) only those helping to clear up the village hall should be on the premises.
- **No noise after midnight**

Hire Charge

| | | |
|-------------------------------------|----------------------|-----------------------|
| Number of hours (from above) | Cost per hour | = Cost of hire |
| | £8 | £ |
| Signed | | Date |

Please make a cheque payable to Theale Village Hall for the Cost of Hire and attach it to this Booking Form. You can pay direct to our Account; Sort Code 30-99-29 Account Number 00104121. Your booking is PROVISIONAL until payment for the hire is received.

Details of how to obtain and return the key will be provided by the Booking Secretary on receipt of this booking form.

For Terms & Conditions see overleaf

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Conditions of Hire

1) SALE OF ALCOHOL If you plan to sell alcohol at your event you will have to apply for a Temporary Event Notice (TEN) from Sedgemoor District Council. The application has to be received at least 10 working days in advance of the event. Full details, including the licence application form, can be found on the Sedgemoor District Council website

2) ENTERTAINMENTS The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. Please confirm which licensable activities will take place at your event. Performances involving danger to the public or of a sexually explicit nature shall not be given. **A responsible adult must be present at all times if a booking/hiring is for under 18s.**

| Performance of plays | Mon to Sun, 09.00 to 23.00 | Yes/No |
|----------------------------------|-----------------------------------|---------------|
| Performance of dance | Mon to Sun, 09.00 to 23.00 | Yes/No |
| Showing of films | Mon to Sun, 09.00 to 23.00 | Yes/No |
| Sporting events | Mon to Sun, 09.00 to 23.00 | Yes/No |
| Performance of live music | Mon to Thurs, 09.00 to 23.00 | Yes/No |
| | Fri to Sat, 09.00 to 23.30 | Yes/No |
| | Sun, 09.00 to 22.00 | Yes/No |
| Playing of recorded music | Mon to Thurs, 09.00 to 23.00 | Yes/No |
| | Fri to Sat, 09.00 to 23.30 | Yes/No |
| | Sun, 09.00 to 22.00 | Yes/No |
| Dancing | Mon to Thurs, 09.00 to 23.00 | Yes/No |
| | Fri to Sat, 09.00 to 23.30 | Yes/No |
| | Sun, 09.00 to 22.00 | Yes/No |
| Sale of alcohol | Sun to Tue, 10.00 to 23.00 | Yes/No |
| | Wed to Sat, 10.00 to 23.30 | Yes/No |

3) MAXIMUM NUMBERS ALLOWED IN HALL: The hirer agrees not to exceed the maximum permitted number of people. For seated events the maximum allowed is 80, and for standing events 200.

4) DAMAGE: The hirer undertakes to report any damage/breakages or faults the hall may have to the Booking Secretary as soon as possible.

5) SMOKING: It is against the law to smoke anywhere in Theale Village Hall. The hirer undertakes to ensure that the law is followed.

6) EVENT FINISH TIME: All events must finish by 11:45pm and the Hall must be clear by 12:00pm. By signing this agreement the Hirer agrees to abide by this rule.

7) AGREEMENT: It is hereby agreed that the Standard Conditions of Hire shall form part of the terms of this Hiring Agreement

8) The Hirer agrees with the village hall to be present during the hiring and to comply fully with this Hire Agreement.