

PANT MEMORIAL INSTITUTE - Registered Charity 240435
Pant Memorial Hall, Pant, Oswestry, SY10 9QG



HIRING AGREEMENT

DATE OF AGREEMENT	
AGREEMENT BETWEEN: a) and b)	Pant Memorial Institute, acting by its management committee ("Village Hall"). Represented by Booking Secretary, address and charity details above. as named in clause 1 ("Hirer").

1) DETAILS OF HIRER

Name and Organisation (if applicable) This person takes responsibility for the hire and must be present throughout.	
Address:	
Telephone numbers and email:	
Commercial hirer (i.e. event for profit, you must have your own public liability insurance?) YES/NO	

Please note: commercial hirers can be asked to move their booking if the hall is required for its own charitable purposes. In practice we make every effort to avoid this. All hirers will be required to move their bookings if the hall is needed as a polling station.

2) DETAILS OF EVENT

A) Description of event	
B) Date/s (please make sure you have confirmed availability with the booking secretary)	
C) Event time (chargeable time). <i>Hirers can arrive 60 mins before to set up, and must leave no more than 30 mins after event finished with hall cleaned, all items put away and building secured. These extra times are free of charge; if you will need more, please book more!</i>	
D) Agreed hall hire fee (either total or if a series of bookings, fee per hour/per booking)	
E) Payment arrangements: (in advance for one-off or new hirers, arrears for others. Bank transfer/cheque/cash (bank transfer preferred)	
f) Will tickets be sold?	
G) Are you providing food?	
H) Bouncy castle YES/NO (if YES, please provide company public liability insurance details to booking secretary)	

3) LICENSABLE ACTIVITIES AND SPECIAL CONDITIONS

The Village Hall is licensed under government guidance dated 6 April 2017 for section 182 of the Licensing Act 2003. This covers the following activities. Please confirm which licensable activities will take place at your event:

Activity	The hall is licensed for	Times for which the activity is licensed	Part of this event? (YES/ NO, with any details)
a. The performance of plays	YES	8am – 11pm	
b. The exhibition of films	YES	8am – 11pm	
c. Indoor Sporting Events	NO	N/A	
d. Boxing or Wrestling Entertainment	NO	N/A	
e. The performance of live music	YES	8am – 11pm	
f. The playing of recorded music	YES	8am – 11pm	
g. The performance of dance	YES	8am – 11pm	
h. Entertainments similar to those in a – g	YES	8am – 11pm	
i. Making music	YES	8am – 11pm	
j. Dancing	YES	8am – 11pm	
k. Entertainment similar to those in i – j	YES	8am – 11pm	
l. Provision of hot food/drink after 11pm	NO	N/A	
m. Sale of alcohol	NO	N/A	

- a. Where a licensable activity will take place, the hirer hereby acknowledges receipt of appropriate information, and agrees to comply with all obligations therein.
- b. Do clauses 3(l) or 3(m) above apply? YES/NO

If you answer yes to question b, you MUST follow the Temporary Event Notice procedure detailed in clause 5.3. A TEN is also needed if your event is to continue beyond 11pm. Please ask for further details.

SPECIAL CONDITIONS: (if any)

PLEASE NOTE THAT COVID-19 CLAUSES (listed in the attached conditions) APPLY UNTIL FURTHER NOTICE.

4) DECLARATION AND SIGNATURES

In consideration of the hire fee described in clause 2(D), the Village Hall agrees to permit the Hirer to use the premises (defined as the whole hall including the car park) for the purpose described in clause 2(A) for the period(s) described in clauses 2(B) and 2(C). The details inserted in clause 1 and the answers to the questions in clauses 2 and 3 are terms of this agreement. **Signing this Hiring Agreement means that you also commit to clauses 5 and 6, covering all hiring conditions, any additional special conditions and the 'Important Information for Hirers'. These documents are provided separately.**

As witness the hands of the parties hereto:

Signed by the booking secretary or delegate, on behalf of the Village Hall's Management Committee	
Signed by the person named at 1 above duly authorised , on behalf of any organisation named at 1 above, where applicable	