

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



## HIRING AGREEMENT

DATE OF AGREEMENT	
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**AGREEMENT BETWEEN:**

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

### 1) DETAILS OF HIRER

Name and Organisation (if applicable) <b>This person takes responsibility for the hire and must be present throughout.</b>	
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: <i>for regular events, please give start/finish dates or 'until further notice'</i>		
C) Event time (chargeable time). <i>Setup/clear away: 30 mins before, 30 mins after added at no extra charge. Hall must be cleaned, all items put away, vacant and secured by end of clear away time.</i>		
D) Payment – regular event	Hire fee per booking:	
D) Payment – one off event <i>- Current hire charge is £12.50 per hour + £50 deposit</i> <i>- Bouncy castle surcharge (age 6 and under) £2 per booking</i> <i>- Countertop oven £5 per booking</i>	Total hire fee:	Bank info for deposit return: acct name:
	Deposit:	sort code: acct number:
E) Payment method: <i>in advance for one-off and new regulars. In arrears for all others.</i>	Bank transfer (preferred) / cash / cheque <i>delete as applicable</i>	
f) Will tickets be sold?		
G) Are you providing food?		
H) Bouncy castle YES/NO (if YES, hirer attention drawn to section 6.9 of booking conditions)		

### 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 any question above where the hall has no license, 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)

### 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, any additional special conditions and the 'Important Information for Hirers'.** These documents are available on our website, printed copies provided on request.

As witness the hands of the parties hereto:

Signed by the booking secretary or delegate, on behalf of the <b>Village Hall's Management Committee</b>	
Signed by the <b>person named at 1 above duly authorised</b> , on behalf of any organisation named at 1 above, where applicable. <b>THIS PERSON MUST BE PRESENT THROUGHOUT THE HIRE.</b>	

**NOTE for regular hirers: all agreements expire on 31<sup>st</sup> March each year when hire fees may change.**