***User Group Hire Agreement – Upperthong Village Hall***

**DATED**

**PARTIES**

(1) Upperthong Village Hall acting by its management committee.

(2) The person or organisation named 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 the Booking Secretary is not available, any of our

charity trustees.

**2.** In consideration of the hire fee described in clause 2.4, we agree to permit you to use Upperthong Village Hall, Wickens Lane, Upperthong, Holmfirth for the purpose described in clause 2.6 for the period(s) described in clause 2.1. The details inserted in sub-clauses 2.1 to 2.6 below and the answers to the questions in sub-clauses 2.7 to 2.11 are terms of this Agreement. This Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

**2.1 Date(s) required:**

 Day(s) Month

 Time required (Hours) From Until

 Please include preparation and clearing away time in this hire time.

**2.2 Village Hall**

 (a) Registered Charity No **1027546**

 (b) Authorised Representative: **Eloise Collins**

 Email: UVHBookings@upperthong.org.uk

 Tel: 07807595210

**2.3 Hirer:**

(a) Name

 (b) Organisation

 (c) Name of Organisation’s Authorised Representative

 Address, Telephone Numbers & Email

**2.4 Hire Fee**

 User group Hire Fee £ 12.50 per hour

 Deposit £

We will refund the Deposit within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents, nor complaints made to us about noise or other disturbance during the period of the hiring as a result of the hiring.

**2.6** **Purpose/description of hiring:**

**2.7** Will tickets be sold for your event? Yes / No

**2.8** Is food to be provided at the event? Yes / No

**2.9**  Is alcohol to be provided at the event? Yes / No

**2.10** Will there be exhibition of a film? Yes / No

**2.11** Will live music be performed or

 recorded music played? Yes / No

**3.** You agree not to exceed a maximum of 100 people including the organisers/performers

**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. If we believe that a Temporary Event Notice (TEN) would be in our best interests for this hiring, we can require you to give notice of a TEN.

**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 Conditions of Hire (see separate document), 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.

Signed by the person named at 2.2(b) above, duly authorised, on behalf of the Village Hall.

Signed by the person named at 2.3(a) above or at 2.3(c) above, duly authorised, on behalf of the organisation named at 2.3(b) above, where applicable.