

NORWOOD GREEN VILLAGE HALL CHARITABLE TRUST

Reg. No. 1110754

Norwood Green Village Hall, Village Street, Norwood Green, Halifax HX3 8QX

HALL HIRE AGREEMENT

This agreement is made between Norwood Green Village Hall Charitable Trust (NGVHCT) and

..... (Hirer)

Date

1. The representative for NGVHCT is

..... (Rep)

- 2. It is the responsibility of the Rep to ensure that the hirer is fully conversant with all the contents of this agreement.
- 3. The Rep shall ensure that the booking is made in the relevant diary and that no other bookings are made for that date.
- 4. The Rep shall ensure that the building is open for the hirer at the requested time and that the building is securely locked after the function.
- 5. It is the responsibility of the Rep. to receive payment due (cheques made payable to Norwood Green Village Hall Charitable Trust) and that payment is duly noted in the diary.
- 6. The Rep. can, if he or she wishes, delegate any or all of the above requirements to another member of the Committee.
- 7. It is the responsibility of the Hirer to ensure that the rooms are only used for the purposes for which they were hired and that the rooms are vacated at the time agreed with the Rep.
- 8. The Hirer shall leave the rooms in a clean and tidy condition, including removal of refuse to the bins provided, and shall be required to pay for any damages, however caused.
- 9. The cost of the room hire is £ Which is payable in advance.
- 10. The Hirer shall ensure that children are kept under parental control and out of the kitchen area and store cupboard area at all times.
- 11. The Village Hall is a designated **NO SMOKING** area and insured as such. The Hirer will be responsible for any damage directly or indirectly attributed to contravention of this rule. Please note there is **NO OUTSIDE SMOKING AREA.**

12. This agreement is for the use of the inside of the hall only; there are no outside amenities.
Please note that the land to the front of the hall and the land to the side is **privately owned**.
13. The hall has no designated parking area so when parking on the street please do so with care and consideration for residents.
14. All users are requested to have consideration for the residents with regard to the level of noise made, including when entering and leaving the building, especially if this is late in the evening.
15. The Village Hall is **NOT** licensed for the sale of alcohol or gambling.
16. The NGVHCT shall not be responsible for any loss or damage to persons or private property of the Hirer
17. In the event of any contravention of the above rules, or at the discretion of the Rep., the rooms shall be closed and the Hirer and his/her guests asked to leave.

Guidance leaflets covering various aspects of Health & Safety issues relating to the use of the Hall are displayed on the Notice Board and should be read by the Hirer and any users of the Hall, as appropriate. These cover:

- Manual handling
- Prevention of trips and slips
- Safe use of stepladders and ladders
- Electrical safety for entertainers

Signed for and on behalf of NGVHCT.....

Name in capitals.....

Signed on behalf of the hirer.....

Name in capitals.....

Hirer's full address.....

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Contact tel no:.....