

NORWOOD GREEN VILLAGE HALL CHARITABLE TRUST

Reg. No. 1110754

Norwood Green Village Hall, Village Street, Norwood Green, Halifax HX3 8QX (Tel 07938 975258)

HALL HIRE AGREEMENT

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

..... (Hirer)

Date.....

1. The Representative (Rep) for NGVHCT is

2. Date/s of Hire.....

3. Hours the hall will be occupied, including any preparation and clearing up time.

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4. Purpose of hire.....

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5. If you will be using the hall for the preparation and sale of food then you must complete, sign and date the Food Hygiene Diary (located in the Kitchen in the Village Hall).

6. The cost of the room hire is £which is payable in advance (cheques made payable to Norwood Green Village Hall Charitable Trust) and should be returned for the attention of J Dent, Norwood Green Village Hall, Village Street, Norwood Green, Halifax, HX3 8QX

7. It is the responsibility of the Rep to ensure that the hirer is fully conversant with all the contents of this agreement.

8. The Rep shall ensure that the booking is made in the relevant diary and that no duplicate bookings are made.

9. 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.

10. It is the responsibility of the Rep. to receive payment due and that payment is duly noted in the diary.

11. The Rep. can, if he or she wishes, delegate any or all of the above requirements to another member of the Committee.

Responsibilities of the Hirer

12. 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.

13. It is the responsibility of the Hirer to ensure that the maximum no of 60 adults/children in the hall is not exceeded.

14. The Hirer shall leave the rooms in a clean and tidy condition, with all furniture and items used returned to their usual place. Refuse must be removed to the bins provided; food and drink brought by the hirer must be removed from the fridges, and any waste taken away or put into the appropriate bins.

15. To maintain the decor please avoid the use of adhesive tape/drawing pins.

16. The hirer shall be required to pay for any damages, however caused. The Hirer should inspect the hall before use and report any damage to the Rep. As directed by the NGVHCT's discretion,

the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

17. The Hirer shall ensure that children are kept under parental control and out of the kitchen area and store cupboard area at all times.

18. 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**.

19. 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 (by the kitchen) is **privately owned**.

20. The hall has no designated parking area. When parking on the street please do so with care and consideration for residents. There is **no parking on the bus turning circle** by the hall

21. All users are requested to have consideration for residents, particularly those in the house attached to the hall building and other nearby houses, with regard to noise during the time of hire and when people are entering and leaving the hall, particularly late in the evening.

22. The hall must be vacated and locked up no later than 12.00 midnight.

23. The Village Hall is **NOT** licensed for the sale of alcohol or gambling.

24. **All notices displayed in the hall and kitchen e.g. regarding heating, lighting, access etc must be complied with.**

25. The NGVHCT shall not be responsible for any loss or damage to persons or private property of the Hirer

26. 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 on behalf of NGVHCT (Rep).....

Print full name.....

Signed on behalf of the hirer (Hirer).....

Print full name.....

Hirer's full address.....

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Hirer's Contact Tel Number.....