



# KINOULTON VILLAGE HALL

Main Street, Kinoulton, Nottingham, NG12 3EL

Registered Charity: 522232

Website: Kinoulton.com

## HIRING AGREEMENT & BOOKING FORM

### Parties to the Hiring Agreement are:

1. Kinoulton Village Hall, acting by its management committee and authorised representative ("Village Hall")
2. The person or organisation making the booking ("Hirer")

### Agreed as follows:

In consideration of the hire fee, the Village Hall agrees to permit the Hirer to use the premises for the agreed purpose and for the period(s) described below. The details inserted or set out below and the answers to the questions are terms of this Agreement together with the Standard Conditions of Hire set out on the Village Hall notice board, on the website (Kinoulton.com) or provided as a copy (on request).

### The Hirer's Contact Details:

Please write **CLEARLY** - preferably in block capitals. An email address is essential and will be used for invoicing. If this is a problem let us know.

Name:	Address:
On behalf of: (organisation if applicable)	
Phone:	
Mobile:	
E-mail:	

**Purpose of Hire:** .....

**Approximate numbers of people attending** (Must not exceed 200): Adults: ..... Children: .....

<p><u>Date/s Required:</u> .....</p> <p><u>Rooms required</u> (please indicate clearly) Main Hall / Committee Room / Whole Hall</p>	<p>Time of function: (To include setting and clearing up)</p> <p>Access time: ..... Start of function .....</p> <p>End of function: ..... Vacate time .....</p> <p><b>Total Hours:</b> .....</p>
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## Are you proposing to sell alcohol at your event? YES/NO

If you have answered "yes" you will be required to fill in a separate permission form for a licence to be provided under Kinoulton Village Hall's Premises Licence. A £10 licence charge is payable for administration. Upon receipt of your deposit/full fee for hire charges you will be issued with the necessary form.

## Are you proposing to have a bouncy castle or similar? YES/NO

If so, it will need to be from a reputable supplier who have their own insurance. Supervision at all times should be undertaken.

## Hire Charges for Kinoulton Village Hall

	Whole Hall	Main Hall	Meeting Room
Hourly Rate	£16 per hour	£11.50 per hour	£7 per hour
Saturday Evening 6pm -12 midnight	£120 flat rate	<u>Please note</u> that music will be automatically stopped by a timeclock at approximately 11:45 pm	

## An invoice will be issued on receipt of a signed booking form

You will be required to pay £50 deposit (non-refundable) to secure your booking, balance payable a week before your event. **But**, the full hire cost must be paid in full if:

- An event is booked less than 4 weeks before the event date, or
- The total cost of hire is less than £50

## By signing this Hire Agreement, the parties are agreeing to the following:

**The Hirer** agrees with the **Village Hall** to be present (by their authorised representative, if appropriate) during the full hiring period and to comply fully with this Hire Agreement.

- The Standard Conditions of Hire together with any Special Conditions of Hire shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Village Hall and the Hirer.
- The Agreement is not intended to nor 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.
- The Hirer agrees to leave the Hall at the end of the hire period clean and tidy, to return all equipment used to its original place, and to make the Hall secure.

Booking is confirmed when a non-refundable deposit/full hire charge is paid. Payment details will be on invoice.

I have read and agree to the Standard conditions of hire and the terms outlined in this document.

Signed..... Print Name ..... Date .....

Please send your completed booking form to:

Sue Hudson, Albans, Meadow Way, Kinoulton, Nottingham NG12 3RE. Tel: 07494000830, email: [kinoultonvh@gmail.com](mailto:kinoultonvh@gmail.com), who will also be happy to answer any queries you may have.

**THE BOOKING IS NOT CONFIRMED UNTIL A COMPLETED FORM TOGETHER WITH DEPOSIT/FULL PAYMENT IS RECEIVED WITHIN 14 DAYS OF PROVISIONAL AGREEMENT. A SIGNED COPY OF THIS AGREEMENT WILL THEN BE RETURNED.**

Signed by a member of the Village Hall Committee..... Date .....

Data Protection - The Village Hall policy on data protection is available on the website Kinoulton.com

July 2022