

Standlake Village Hall

REGISTERED CHARITY NUMBER 304372

Regular Hirer Agreement

1. A regular Hirer group is defined as a group which has a booking on the same day of the week or on a monthly basis throughout the year at an agreed time.
2. The Management Committee will keep this date and time free except under exceptional circumstances and the Hirer will be billed on a regular basis throughout the year unless a minimum of one week's notice is given to the Booking Secretary that the Hall is not required. In the case of a monthly regular hire, one month's notice must be given that the Hall will not be used for a stated period of time. The Trustees reserve the right to cancel bookings if absolutely necessary.
3. A regular Hirer booking the Hall for a period outside that of the agreed regular use will be charged at the rate applying for that time.
4. No alterations or work will be carried out in the Hall without the prior agreement of the Trustees.
5. Keys to the Hall must not be reproduced without the prior agreement of the Booking Secretary.
6. All Hirers must leave the Hall in the condition in which they found it, with all lights, heaters and taps turned off and the floor clean. Any damage or malfunctions must be reported immediately to the Booking Secretary.
7. The Hirer shall not sublet the Hall or use it for any purposes save that stated in the Hiring Agreement. The Hirer shall ensure that no dangerous or unlawful activities take place in the Hall.
8. The Hirer shall indemnify the Trustees for the cost of any damage done to any part of the property including the patio and grounds thereof and arising directly out of the Hirer's use thereof and for all costs, expenses, damages, etc which are not already covered by the Hall's insurance policies.
9. The Trustees, for their part, will use reasonable endeavours to see that the Hall is clean and in good condition and that the heating, lighting and cooking facilities are in working order. If the Hirer is not satisfied with any of these items it must be reported to the Booking Secretary or any other member of the Committee immediately on entering the premises. The Trustees do not warrant that the premises are suitable or equipped for the purpose for which they are hired.
10. The Premises Licence for the Hall requires it to be vacated by midnight on Saturday, 10.30 pm on Sunday and 1.00 am on other days. The Licence for the

Hall limits the number of people to 150. If alcoholic drinks are to be sold a **Temporary Events Notice** must be obtained from West Oxfordshire District Council at least two weeks before the event takes place. This **must** be shown to the Booking Secretary before the event.

11. When in use the main door must always be left unlocked to aide evacuation in an emergency. The outer door to the main hall must not be left open. On leaving the doors to the patio must be secured.

Agreement

This agreement is made between the Standlake Village Hall Trustees and the Hirer. If the Hirer agrees to be bound by the conditions above the Trustees agree to permit the Hirer to use the Hall for the purposes and periods described below:

Name of Hirer/Organisation: _____

Address: _____

_____ Postcode: _____

Telephone No: _____

Email: _____

Use to which the Hall will be put: _____

Day of the Week/Month: _____

Time required: _____

Regular User Rate (to be invoiced monthly) £10 per hour

Signatures:

Hirer _____

Booking Secretary: Sheila Halliday

Date: _____