

GOUDHURST PARISH HALL  
REGISTERED CHARITY 302751

# LETTING AGREEMENT

THIS AGREEMENT is made on (Date)..... between GOUDHURST PARISH HALL COMMITTEE (hereinafter called THE COMMITTEE) and the HIRER named below, in consideration of the sum mentioned below:

1. PURPOSE OF HIRING: .....

THE COMMITTEE agrees to permit the hirer to use the Hall, any rooms included in the agreement, shared use of the car park for the purpose and the period(s) as described below. This does not include the pond and surrounding grassed area which is not in the Committee's ownership: -

a) Will this event be open to the public? Please tick.  No  Yes  
If so, the hirer must be over 21 years

b) Will alcohol be on sale? Please tick.  No  Yes

Please note that it is the hirer's responsibility to obtain a Temporary Event license

c) Will music be performed? Please tick.  No  Yes  - Live Yes -  Recorded  
This information is required for the Hall's music license

2. PERIOD OF HIRING: DATE(S): .....

HOURS: .....

3. HIRING FEE, payable in advance £  DAMAGE DEPOSIT £  Paid at the time of booking

A deposit is required for Hires of 3 hours or more of £400. At the discretion of the Committee deposits may be required for shorter periods of hire. You **MUST** quote the invoice # with all payments & correspondence. Separate cheques are required for the hire and deposit. The deposit cheque **MUST** be undated. Please make out cheques payable to 'Goudhurst Parish Hall'. To pay online use: Barclays Bank. A/C # 40508896. Sort 20-02-62.

THE HIRER agrees with the Committee to be present during the hiring and to perform the provisions and stipulations contained or referred to in the Committee's STANDARD CONDITIONS OF HIRE for the time being in force as annexed hereto (an understanding of which THE HIRER acknowledges).

4. For GOUDHURST PARISH HALL COMMITTEE:

Authorised Committee representative: - The Booking Officer

Telephone: .....

Email :- gphbookings@outlook.com

Signature of authorised representative: .....

5 For THE HIRER: (Minimum Age 18 years -please note section 1 a - above)

Name of Hirer or if an Organisation its representative .....

Name of Organisation (if applicable): .....

Address: .....

Telephone: Day ..... Evening .....

eMail.....

**I have read and agree to abide by conditions relating to this booking.**

Signed: .....

**Please note that until we have received a) the signed letting agreement, b) payment, cleared funds and c) an undated damage deposit cheque (if applicable), your booking is NOT confirmed and NOT agreed.**  
PLEASE ENSURE SECTIONS 1a, 1b, 1c & 5 ARE COMPLETED AND IS SIGNED AND RETURNED.

**SEE OVER FOR STANDARD CONDITIONS OF HIRE**

# STANDARD CONDITIONS OF HIRE

*For the purpose of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative*

*If the Hirer is in any doubt as to the meaning of the following the Hall Booking Officer, or the Hall Secretary, should immediately be consulted.*

1. THE HIRER will, during the period of the hire, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage, however slight, or change of any sort. The Hirer must report any damage immediately to the Booking Officer.
2. THE HIRER will, during the period of the hire, be responsible for the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway and access to the Hall. The HIRER shall not use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything, which may endanger the same or render invalid any insurance policies in respect thereof. The HIRER is responsible for any monies brought onto the premises. **The Hirer shall not allow naked flames, fireworks or similar on the premises.** The Committee reserves the right to prohibit the consumption of alcoholic liquor during the course of any letting.
3. THE HIRER shall be responsible for obtaining such licenses as may be needed whether for the sale or supply of intoxicating liquor and for the observance of the same.
4. THE HIRER shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting or lotteries.
5. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrate's Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays; it is a stipulation of the Local Authority that when used for such purposes the Hall shall be vacated by midnight.
6. THE HIRER shall, if preparing, serving, or selling food, observe all relevant food health and hygiene legislation and regulations.
7. THE HIRER shall ensure that any electrical appliances brought to the premises and used there **are** safe and in good working order and used in a safe manner.
8. THE HIRER shall indemnify the Hall Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings, which may occur during the period of the hire or as a result of the hire. **This clause will also require the Hirer to reimburse the Committee for any cost arising from an insurance claim made as a result of the hire.**
9. THE HIRER must, in the event of wishing to cancel a booking, notify the Hall Booking Officer in writing at the earliest opportunity. The whole hire fee shall remain payable by the Hirer.
10. THE HIRER shall ensure that the minimum of noise is made on arrival and departure and that any noise emanating from the Hall premises shall not cause any nuisance to the vicinity of the Hall.
11. THE HIRER shall ensure that no animals, except assistance dogs, are brought into the hall without the express consent of the Committee.
12. **AT THE END OF THE HIRE**, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition (including the removal of all litter, kitchen waste and rubbish using the designated bins provided), **properly locked and secured**; with heating and lighting turned off, unless directed otherwise, and any contents temporarily removed from their usual positions properly replaced, otherwise the committee shall be at liberty to make an additional charge.
13. THE COMMITTEE reserves the right to cancel, by written notice, the hire in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, or non-compliance with the booking conditions or used for unlawful or unsuitable activities or an emergency requiring the use of the premises and maybe entitled to a refund.
14. IN THE EVENT of the Hall or any part thereof being rendered unfit for the use for which it has been hired, or the Committee cancels the booking, it shall not be liable to the Hirer for any resulting loss or damage whatsoever.
15. THE HIRER shall ensure that any activities for children under eight years of age, or vulnerable in any way comply with the Law and that only fit and proper persons have access to the children.
16. THE HIRER shall not use equipment to heat the Hall other than that provided by the Hall Committee.
17. THE HIRER **MUST** ensure compliance with the instructions displayed in the hall relating to **EXIT SIGNS** and fire exits **MUST not be obstructed at any time.**