

BISHOPS FROME VILLAGE CENTRE HIRE AGREEMENT

Charitable Incorporated Organisation (CIO): Registered Charity no 1200318

SINGLE FUNCTION BOOKING

AGREEMENT NO:

This document consists of 4 pages

Name

Organisation

Address

Phone

Email address

Day and date of booking

Start time

Finish time

NB to include time for setting up and cleaning up

Please note that

- that for evening hires, everyone must be inside with the doors closed, **by 11pm**
- maximum numbers: Main Hall 120 persons when set out with tables & chairs, 150 persons when used with close seating. Conference Room max 30.
- that you must take care not to block the fire exits, nor use candles with naked flames or indoor fireworks
- that chairs and tables should be stored away in accordance with the instructions displayed in the storeroom, ready for the next user.

TYPE OF FUNCTION

If you are planning a children's party, will you be booking an inflatable?

If so we will send you an additional document which you must acknowledge that you have understood

If you are planning a children's party, and are planning to hire any entertainer, it is your responsibility to ensure that they are correctly insured and that all safeguarding procedures are in place. You must ensure that there are adequate adults over the age of 18 present to keep the children safe.

NB Our insurance does not include Public Liability Cover for commercial activities and in these circumstances hirers should have their own PLI. Please indicate -

any funds raised from this activity are for non-commercial causes ie charity or club

or are for personal or commercial gain, in which case PL cover will be needed which we may ask to see

Facilities to be used		No of hours	Cost per hour/ session £	Total £
Whole Hall				
Main Hall				
Conference Room				
Kitchen - heavy use				
Kitchen - cold buffet (use of dishwasher etc)				
Kitchen - light use (tea/coffee making only)				
Alcohol licence				
Other items				
Total due				
Deposit to be paid				

Alcohol: BFVC is licensed for the sale of alcohol. If you wish to have a bar for sales of alcohol, the Management Committee can arrange for you to use our licence for £25. If you choose to use a bar provider, they must be properly licensed and we will ask you to give us details. The Licence must be displayed on the bar.
If you intend to have alcohol on the premises, but not to have sales, permission is still needed from the Management Committee.

Please see the special conditions that apply for the sale/use of alcohol at [Hiring the Hall | BFVC \(bishopsfromecentre.co.uk\)](http://bishopsfromecentre.co.uk)

Please indicate:

I intend to provide a bar facility for the sale of alcohol

I intend to allow alcohol on the premises but not to sell it, or allow sales of it

Please confirm that you understand the Standard Conditions of Hire (pages 3 and 4) and agree to abide by them and agree to pay the balance of the fee on or before the hiring date unless other arrangements have been agreed.

Please also read the full Hirer's Information Booklet at [Hiring the Hall | BFVC \(bishopsfromecentre.co.uk\)](http://bishopsfromecentre.co.uk) with full details about using the hall including safety, fire & emergency issues and the need for you to carry out a risk assessment

**BFVC takes safeguarding seriously. The Hirer has a duty of care for users of the hall during the period of hire, and must ensure that all appropriate safeguarding procedures have been adopted.
See our [Child and Vulnerable Adults Safeguarding Policy on the Hiring the Hall page of our website](#)**

The Committee reserves the right to refuse bookings

Signature on behalf of Bishops Frome Village Centre

Date

Signature of Hirer:

Date

Please accept by email if possible: please state specifically that you have read the agreement and Conditions of Hire, and accept them. There is no need to print out and sign.

*Cheques are to be made payable to 'Bishops Frome Village Centre'.
Account details for BACS payments (preferred) will be on your invoice.
At the discretion of the Committee a deposit towards the cost of the hire may be required. A special deposit may also be required, which will be repaid to the Hirer within 28 days of the end of the period of hire, less the cost of rectifying any damage that may be caused during the period of hire.*

BISHOPS FROME VILLAGE CENTRE
STANDARD CONDITIONS OF HIRE

Any person wishing to hire the Centre or any part of it (The Premises) needs to complete a HIRE AGREEMENT between the Bishops Frome Village Centre Management Committee (The Committee) and the Hirer, in the form prescribed. Prospective hirers are referred to our website bishopsfromecentre.co.uk to see the various policies and procedures relating to the use of the Village Centre.

The minimum age for hiring the Centre is 21.

When signed on behalf of the Committee, the Committee agrees to permit the Hirer to use the premises for the purpose and period(s) stated, subject to the conditions set out below:

1. The Hirer shall, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage, however slight, or from change of any sort, and the behaviour of all persons using the premises, whatever their capacity, including:

- ~ The proper supervision of offloading and loading goods or equipment.
- ~ Careful operation of kitchen serving shutters ensuring that the locking mechanisms are correctly operated
- ~ Safe operation and proper use of kitchen equipment and ensuring that young children are not allowed into the kitchen area
- ~ The careful movement and carrying of tables and chairs and using trolleys as appropriate
- ~ The careful and safe use of the step ladders that are provided in the centre including a second person stabilising the step ladders when in use

2. The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises, or allow the premises to be used for any unlawful purpose, or in any unlawful way, nor do anything or bring on to the premises anything which might endanger the same or any insurance policies in respect thereof. The Hirer must ensure that smoking is not permitted anywhere inside the Hall.

3. BFVC is licensed for music, films, plays and the supply/sale of alcohol. Details of the licence are displayed in the entrance hall, on our website, or are available on request. The Hirer shall inform the Committee before completing this form if alcohol is to be sold or supplied on the premises during his/her booking of the Hall.

4. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment. Special conditions of hire may be issued if necessary. The number of people in the Hall must not exceed those permitted in the Premises Licence.

5. The Hirer will not be allowed the consumption of alcohol without our prior permission.

- ~ Only the Management Committee can sell alcoholic drinks on the premises but they can delegate this responsibility to hirers should they wish to run their own bar.
- ~ It is illegal for adults to buy/attempt to buy alcohol for anyone under 18.
- ~ It is illegal for anyone under 18 to buy alcohol, attempt to buy alcohol or to be sold alcohol.
- ~ The Management Committee reserve the right to refuse to serve alcoholic drinks to any individual and to challenge someone's age and reserve the right to check ID from anyone who looks under 25

6. The Hirer shall indemnify the Committee for the cost of repair on any damage done to any part of the property including the curtilage thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring. The Hirer shall also indemnify the Committee in respect of any claim for any reason that could be brought in relation to the hire save for the Committee's statutory obligations.

7. At the end of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean, tidy and safe condition, properly locked and secured 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.

8. Access outside the hire period may be allowed to set up and clear away providing that the access times are agreed with the committee giving reasonable notice.

9. If the Hirer wishes to cancel the booking before the date of the event and the Committee is unable to conclude a further booking, any deposit (less £5 administrative fee) will be refunded provided at least 4 weeks notice has been given; otherwise any repayment shall be at the discretion of the Committee.

10. The Committee reserves the right to cancel this hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or byelection, in which case the Hirer shall be entitled to a full refund of any deposit already paid.

11. In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.

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