

# Hiring Agreement for Weedon Old Schoolroom

29/31 High Street, Weedon, Aylesbury, Bucks HP22 4NW

Registered Charity No. 1073035

Date of this Agreement

Parties to the Agreement

**WEEDON OLD SCHOOLROOM** village hall, acting by its management committee  
*and*  
**The HIRER**, a person or organisation named in Clause 2.3

## ***IT IS AGREED AS FOLLOWS:***

### 1 Definitions

Throughout this Agreement:

- Weedon Old Schoolroom, the Village Hall named in clause 2.2, is referred to as "we"; "our" is to be construed accordingly and "we" and "us" mean and include the Village Hall's charity trustees, employees, volunteers, agents and invitees
- the Hirer, the person or organisation named in clause 2.3 is referred to as "you"; "your" is to be construed accordingly; "you" also includes the members of your management committee (if appropriate), your employees, volunteers, agents and invitees
- where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Bookings Secretary or, if not available, please call one of the emergency numbers displayed in the glass-fronted noticeboard outside the front door.

### 2 The Hiring

In consideration of the hire fee described in clause 2.4, we agree to permit you to use the premises described in clause 2.5 for the purpose described in clause 2.6 for the period(s) described in clause 2.1. The details inserted in sub-clauses 2.1 to 2.6 below and the answers to the questions in 2.6.1 to 2.6.6 are terms of this Agreement. This Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

#### 2.1 Dates and Times

You are allowed half an hour preparation and half an hour clearing up time without charge. If more time is required, please adjust starting and ending times.

	<b>SINGLE BOOKING</b>	<b>MULTIPLE BOOKING</b>
Day(s) of the week		
Date(s)		from
		to
Time	from	from
	to	to

#### 2.2 Village Hall Weedon Old Schoolroom

**Bookings Secretary & Authorised Representative**

Shirley and John Bush  
64 High Street, Weedon, Aylesbury HP22 4NS  
Tel: 01296 641382 Text: 07909 143960  
Email: [john\\_bush@btinternet.com](mailto:john_bush@btinternet.com)

OR

**Other Authorised Representative**

### 2.3 Hirer

Name (if individual)	OR	Organisation Name
		Name of Authorised Representative
Address		
Phone	Email	

### 2.4 Hire Charges

Main Hall or All Premises	Parties and Functions	Upstairs Meeting Room
<input type="checkbox"/> Multi-booking any time £10 / hour	<input type="checkbox"/> Children’s party £50 (up to 3 hrs)	<input type="checkbox"/> All bookings £6.25 / hour
<input type="checkbox"/> Single booking daytime £15 / hour	<input type="checkbox"/> Other party or function <input type="checkbox"/> £75 (3 hrs) <input type="checkbox"/> £125 (6 hrs) <input type="checkbox"/> £200 (all day)	
<input type="checkbox"/> Single booking after 6pm £20 / hour		

#### 2.4.1 Classification of a hiring as a party or function

Any hiring which falls into any of the following categories will be considered and charged as a function:

- An evening hiring of over 2½ hours
- An evening hiring continuing after 10pm
- Any hiring where food is served hot or cold beyond the customary “tea and biscuits”

You need to provide your own tea-towels for all parties and functions.

#### 2.4.2 Deposits

A returnable deposit is payable in advance for party/function hirings by any hirer, and for all non-party hirings by any hirer not living in Weedon.

- Adult party/function deposit £100 • Children’s party deposit £50 • Non-resident non-party deposit £50

We will refund the deposit within 10 days of the end of the hire, provided that no damage or loss has been caused to the premises and/or contents, nor complaints made to us about noise or other disturbance during the period of the hiring or as a result of the hiring.

Deposit required?	Party deposit £100	Children’s party deposit £50	Non-resident non-party deposit £50
<input type="checkbox"/> NO	<input type="checkbox"/> YES, £100	<input type="checkbox"/> YES, £50	<input type="checkbox"/> YES, £50

#### 2.4.3 Advance payment

Bookings for all parties/functions, and any booking for a non-Weedon resident, must be paid for in advance at least 7 days before the event. Other bookings will be invoiced at the end of the month.

Payment in advance?	<input type="checkbox"/> NO	<input type="checkbox"/> YES
---------------------	-----------------------------	------------------------------

#### 2.4.4 How to pay

We prefer a bank transfer to our account number 00816844 “The Old Schoolroom Weedon” at Lloyds Bank Aylesbury, sort code 30-90-38. Cheques are to be made payable to “The Old Schoolroom Weedon”.

#### 2.4.5 For refund of your deposit [if applicable]

Please provide your Bank Account details:

Name of Account:	
Sort Code:	Account Number:

## 2.5 Premises and Equipment

### 2.5.1 Area of the premises required (Tick one box)

<input type="checkbox"/> Main Hall	<input type="checkbox"/> Upstairs Meeting Room	<input type="checkbox"/> Whole of Premises (charged as Main Hall)
------------------------------------	--	--

### 2.5.2 Use of Equipment

You agree to make good or pay for all damage (including accidental damage) to, or loss of, any items or components of the hall equipment, except when our contracted installers are in charge of installation or dismantling. Individual breakages of eg. glassware will not normally be charged for.

### 2.5.3 Use of Specialist Equipment

Certain Specialist Equipment can be made available at no extra charge, but must be pre-booked.

We will normally arrange installers to help set up the Specialist Equipment marked with an asterisk \*. No equipment should be set up by you without this expert assistance except with our express consent.

		<i>Please tick</i>	YES	NO
China and Cutlery with use of dishwasher	80 place settings			
Screen [small]	Free-standing			
Use of hearing loop				
Sound system [DVD unit]	To play CDs or DVDs through installed loudspeakers			
*Projector, with wheeled stand if required	For connection to your own computer			
*Screen [cinema size]	Free-standing			
*Stage	9 x 1m square stage elements			

## 2.6 Purpose or Description of Hiring

eg. Exercise class, Tabletop sale, Business meeting, Film show, Private party

		<i>Tick one box on each line</i>	
		YES	NO
2.6.1	Is this a commercial hire?		
2.6.2	Will tickets be sold for your event?		
2.6.3	Is food to be provided at the event? If yes, provide details below.		
2.6.4	Is alcohol to be provided at the event?		
	If yes, will it be for sale?		
2.6.5	Will you be showing a film?		
2.6.6	Will live music be performed or recorded music played?		

## 3 Capacity

You agree not to exceed the maximum permitted number of people per function room including the organisers and performers.

Main hall	100
Upstairs meeting room	12

## 4 Licensing

### 4.1 Music

The hall has a licence with the Performing Rights Society (PRS) for the performance of copyright music.

### 4.2 Regulated Entertainment – Film, Dance, Live Music, Recorded Music, Plays

We have a Premises Licence authorising the above regulated entertainment only. You hereby acknowledge the conditions of the Premises Licence, in accordance with which the hiring must be undertaken, and you agree to comply with all obligations therein.

### 4.3 Alcohol

We do not have a permanent licence to sell alcohol on the premises.

### 4.4 Temporary Event Notices

- (i) You agree that if regulated entertainment, not covered by our Premises Licence, is to be held, you must obtain our consent for you to apply for a Temporary Event Notice (TEN) to the licensing authority Buckinghamshire Council.
- (ii) You agree to give us notice of your intention to sell alcohol at the event and to give notice of a TEN to the licensing authority.

If you fail to comply with (i) or (ii) above, we will cancel the hiring without compensation. This is because there is a limit on the number of TENs that can be granted annually for any premises. Lack of co-operation could affect future fundraising by us and by local voluntary organisations.

## 5 Hirer's presence

You agree with us to be present during the hiring and to comply fully with this Agreement.

## 6 Standard and Special Conditions of Hire

We and you hereby agree that the Standard Conditions of Hire, together with any Special Conditions imposed under the Premises Licence or that we deem necessary, form part of the terms of this Agreement, unless we and you agree in writing.

## 7 No benefit to third parties

None of the provisions of this Agreement are intended to or 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.

### **Signed by the duly authorised person on behalf of Weedon Old Schoolroom**

### **Signed by the Hirer**

**Please complete and sign pages 1 to 4 of the Hiring Agreement.**  
Return to 64 High Street, Weedon, Aylesbury HP22 4NS or email a scan or photo to [john\\_bush@btinternet.com](mailto:john_bush@btinternet.com)