
Pauntley Village Hall Booking Form

DATED

PARTIES

- (1) The Village Hall named in clause 1.2 acting by its management committee ("Village Hall").
- (2) The person or organisation named in clause 1.3 ("Hirer").

AGREED as follows:

1. In consideration of the hire fee described in clause 1.4, the Village Hall agrees to permit the Hirer to use the premises described in clause 1.5 for the purpose described in clause 1.6 for the period(s) described in clause 1.1. The details inserted in sub-clauses 1.1 to 1.6 below and the answers to the questions in sub-clauses 1.7 and clause 2 are terms of this agreement. This Hiring Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

1.1 Dates(s) required:

Day(s) Date

Time required from To

Preparation

1.2 Village Hall

(a) Registered Charity No

(b) Authorised Representative

Address

Telephone Number

1.3 Hirer:

(a) Name

(b) Organisation

(c) Name of Organisation's
Authorised Representative

Address

Contact Telephone Numbers

1.4 Hire Fee

Payment can be made by cash, cheque or bank transfer.

For bank transfer, our bank details are:

Lloyds Bank

Sort code: 30-93-48

Account name: Pauntley Village Hall

Account number: 02995440

Cheques payable to Pauntley Village Hall

1.5 Purpose/description of hiring

This will be a public/private event?

1.6 Is food to be provided at the event?

2. Premises Licences

2.1 Will alcohol will be available for sale at your event?

If you answer yes to the above question, you will need to apply to the Forest of Dean District Council for a Temporary Event Notice (TEN) to be given for the event, allowing the sale of alcohol. There will be a licensing fee to be paid to the Forest of Dean District Council at the current fee.

The Hirer shall obtain the written consent of the management committee before asking the licensing authority for a TEN. Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENs which can be granted annually for any premises. Lack of co-operation could affect future fundraising by the hall management committee and local voluntary organisations.

2.2 The hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers.

Main hall	80
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2.3 The hall has a licence with the Performing Right Society for the performance of copyright music.

3. The Hirer agrees with the village hall to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.

4. It is hereby agreed that the Standard Conditions of Hire attached shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Village Hall and the Hirer.

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5. 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.

As Witness the hands of the parties hereto:

Signed by the person named at 1.2(b) above, duly authorised, on behalf of the Village Hall's Management Committee

Signed by the person named at 1.3(a) above or at 1.3(c) above, duly authorised, on behalf of the organisation named at 1.3(b) above, where applicable

PLEASE READ OUR BOOKING TERMS AND CONDITIONS BEFORE COMPLETING THIS FORM. THESE CAN BE FOUND ON OUR WEBSITE – www.pauntley.org.uk. IF YOU DO NOT HAVE ACCESS TO THE INTERNET PLEASE ASK FOR A PAPER COPY.