

Arkenstall Village Centre
7 Station Road Haddenham Ely Cambs CB6 3XD
e-mail: bookings@arkenstallcentre.org.uk

Hiring Agreement

DATED

PARTIES

(1)	The Arkenstall Village Centre, situated at 7 Station Road, Haddenham, Ely, Cambridgeshire CB6 3XB and represented by the person named in clause 1.2 ("Arkenstall Centre").
(2)	The person or organisation named in clause 1.3 ("Hirer").

AGREED as follows:

1. In consideration of the hire fee described in clause 1.5, the Arkenstall Centre agrees to permit the Hirer to use the premises described in clause 1.4 (premises for this purpose shall include all fabric, fixtures and fittings of all communal areas and all exteriors within the curtilage of the property) 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 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)	<input type="text"/>	Month & Year	<input type="text"/>
Time required (start of hire period)	<input type="text"/>	(End of hire period)	<input type="text"/>

Please ensure that you include adequate time for set up/ preparation. All hirings must finish no later than midnight, unless agreed otherwise before hand. Hirers have a maximum of one hour to leave, otherwise additional fees may be charged.

1.2 Arkenstall Village Centre

(a) Registered Charity No	300394
(b) Authorised Representative	Brian Fairchild
Address	10 Station Road Haddenham Ely, Cambs, CB6 3XD
Telephone and Fax Number	01353 749099

1.3 Hirer:

(a) Name	<input type="text"/>
(b) Organisation (if applicable)	<input type="text"/>
(c) Name of Organisation's Authorised Representative	<input type="text"/>

Address

Contact Telephone Numbers

1.4 Premises

Areas of use – please tick

Whole of the Centre	<input type="checkbox"/>	Main Hall	<input type="checkbox"/>
Small Hall	<input type="checkbox"/>	Committee Room	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>	Kitchen Equipment & Crockery (complete separate form if ticked)	<input type="checkbox"/>
Bar Room	<input type="checkbox"/>		

1.5 Hire Fees

The Hirer shall pay against the Hire Fee a deposit of £30. The balance of the booking fee being payable on or before the conclusion of the event for which the premises are hired (the deposit having been paid on the signing hereof).

The Hirer shall pay a special deposit which will be refunded within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents, nor complaints made to the Arkenstall Centre about noise or other disturbance during the period of the hiring as a result of the hiring. The cost of cleaning up any unreasonable mess at the end of hiring will be deducted if necessary.

Special deposit (circle appropriate amount)	Whole Centre £150	Main Hall £100	Small Hall £50	Committee Room £50
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Hire Fee	£ <input type="text"/>
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Hire Fee Deposit	£ <input type="text"/>
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Special Deposit	£ <input type="text"/>
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Balance	£ <input type="text"/>
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Payable on or before the conclusion of the event for which the premises are hired (the deposit having been paid on the signing hereof)

1.6 Purpose / description of hiring (e.g. Commercial / Private Event / Public Entertainment / Other)

2. The Arkenstall Centre has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated within the licence (See details on: arkenstallcentre.org.uk). Please confirm which licensable activities will take place at your event:

Activity	The hall is licensed for	Indicate activities to take place at your event
a. The performance of plays	✓	
b. The exhibition of films	✓	
c. Indoor sporting events	✓	
d. Boxing or wrestling entertainment	✓	
e. The performance of live music	✓	
f. The playing of recorded music	✓	
g. The performance of dance	✓	
h. Entertainments similar to those in a – g	✓	
i. Making music	✓	
j. Dancing	✓	
k. Entertainment similar to those in i – j	✓	
l. The sale of alcohol	✓	

- 2.1 Have you indicated at 2 (l) that alcohol will be available at your event?

If you answer yes to the above question, you will need permission from the management committee, who in turn will ensure that the Arkenstall Centre's Designated Premises Supervisor is aware. Please complete the separate form for this purpose. It is your responsibility to ensure that a Personal Licence Holder is identified to authorise the sale of alcohol.

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

	Public dancing (chairs around room)	Public Performance (seated audience)
Main hall	200	280
Small Hall	50	60
Committee Room	40	40

- 2.3 Where a licensable activity will take place, it is the Hirer's responsibility to view a copy of the conditions of the Premises Licence and/or operating Schedule for the premises (available on the Arkenstall Centre website: www.Arkenstallcentre.org.uk), in accordance with which the hiring must be undertaken, and agrees to comply with all obligations therein.
- 2.4 Stewards on duty must be easy to identify. In addition to the Hirer, there should be a minimum of competent attendees on the premises as follows:

Two adult stewards for up to 100 people
 Three adult stewards for 100-200 people
 Four adult stewards for more than 200 people

Where the audience consists wholly or mainly of children under 14 years at least one adult steward shall be provided for every 50 children or part thereof. Additional stewards shall also be provided where the audience contains many people with disabilities.

Everyone on duty must have been instructed in their essential responsibilities in the event of fire or other emergency, as per the Conditions of Hire.

- 2.5 There should be one first-aider for every 250 people.
- 2.6 The Arkenstall Centre has a licence with the Performing Right Society for the performance of copyright music, but the Hirer is responsible for ensuring that they fulfil the requirements of the Performing Rights Society licence.
3. The Hirer agrees with the Arkenstall Centre 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 together with any additional conditions imposed under the Premises Licence (see clause 2.3) or that the Arkenstall Centre committee deem necessary shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Arkenstall Centre and the Hirer.
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 Arkenstall Centre's 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 note that signatures do not need to be witnessed.
