

**Lamplugh Village Hall**

**Hiring Agreement**

**Registered Charity number - 1133392**

**Authorised Representative** - Bob Marshall, High Thwaite, Lamplugh, Workington, CA14 4SQ

**Telephone** – 01946 861493

**E mail** – bookings@lamplughvillagehall.org.uk

**Date booking made** .....

**Between Lamplugh Village Hall (LVH) and** ..... (The Hirer)

**Requirement** Non-Business hire rate.....£10 per hour

Business hire rate.....£15 per hour

Small groups and committee meetings.....£7.50 per hour (selective use of heaters and lights)

Use of cooker.....£10

These are the current hire rates (August 2016) and may be changed by Committee decision.

**Date required** .....

**Times** from.....until.....

**Hirer details: -**

Name .....

Organisation .....

Authorised Representative.....

Address .....

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**Hirer contact details:-**

Telephone number .....

E mail address .....

**Hire Fee** .....

**Deposit (if paid)** .....

The Hire Fee is payable on or before the conclusion of the event for which the premises are hired (less any prepaid deposit) unless there is a specific agreement with the Committee for payment by other arrangement.

**Security deposit (Discretionary)** .....

The security deposit will be refunded within 7 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 LVH about noise or other disturbance during the period of the hiring as a result of the hiring.

**Purpose/description of the premises hire** .....

**Is the event public or private?** .....

**Is food to be provided at the event?**

YES		NO	
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(If YES, please ensure you are familiar with the separate instructions about kitchen use and hygiene.)

**Bar Facilities provided by LVH Committee** (The sale of alcohol is only permitted if LVH manage and operate the bar facility)

YES		NO	
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The Lamplugh Village Hall Committee has a Premises License authorizing the following regulated Entertainment and licensable activities: -

. The Performance of plays	
. The exhibition of films	
. Indoor sporting events	
. The performance of live music	
. The playing of recorded music	
. The performance of dance	
. The provision of hot food and drinks	
. The sale of alcohol (only permitted if LVH manage and operate the bar facility)	

Please tick any of the activities above that will be taking place during your period of hire.

The maximum permitted number of people using the premises is 100 including the organisers and performers.

The HIRER undertakes not to exceed these numbers when using the Main Hall and/or the Kitchen area.

The HIRER agrees that either he/she or an authorised representative of the Organisation will be present during the hiring period and to fully comply with this Hire Agreement.

The HIRER also acknowledges receipt of a copy of the Lamplugh Village Hall Conditions of Hire that also form an integral part of this Hiring Agreement,

Signed on behalf of Lamplugh

Village Hall Committee .....

Signed by the Hirer .....

On behalf of

Organisation (if appropriate) .....

Hall access key details .....