



Woore Victory Hall

Registered Charity 522589

APPLICATION / AGREEMENT FORM TO BOOK THE ABOVE HALL

This agreement is made between the Victory Hall Management Committee and the Hirer named below in payment of the sum stated

Name of Hiring Organisation / Authorised representative / Individual* *Please delete as appropriate				
Purpose of Hiring Will tickets be sold for your event? Yes / No Is food to be prepared at the event? Yes / No				
Address for Contact and Invoicing Post Code:			
Telephone and email	Tel:	email:		
Date when required day date month 2022 <i>Please state day / date / month / year</i>			
Times required	From: To: Times to include preparation, clear up and clean time which, for an evening hire, could be the next morning			
Premises & Items required *Please enter Y N as appropriate <i>Tables & 100 chairs are always available.</i>		Y / N		Y / N
	Main Hall			Sale of alcohol
	Stubbs Lounge			Use of wine cooler
	Meeting Room only			
	Kitchen			Bouncy Castle
	Use of stage			
				Recorded or live music
	WHOLE HALL			Exhibition of film
Hire fee Due	£ To be paid not later than 14 days prior to hire date			
Reservation fee / Deposit (cheques payable to Woore Victory Hall)	£ Payable with application to secure booking and is non-refundable at discretion of Victory Hall Management Committee			
Signature of Hirer / Representative I have read and agree to abide by the 'Standard Conditions of Hire' and the 'Covid-19 Special Conditions' Date: Print Name:			
Signature of Booking Secretary Date: Print Name:			

Please post to the booking secretary: **Mrs Beryl Charman, The Russetts, Newcastle Road, Woore, CW3 9SN**

- (1) Woore Victory Hall Management Committee, referred to as WVH
- (2) The person or organisation hiring the Hall as shown on the Booking Form

AGREED as follows:

1. Throughout this Agreement:

- Woore Victory Hall, where referred to as “we”, “our”, is to be construed accordingly and “we” and “us” mean and include the Hall’s charity trustees, employees, volunteers, agents and invitees
- the person or organisation named as hirer on the Booking Form is referred to as “you”; and “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 Booking Secretary or, if the Booking Secretary is not available, any of our Trustees

2. In consideration of the hire fee described in the booking arrangements, we agree to permit you to use the premises for the purpose described and for the times described in the Booking Form. 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 Date(s) required: these are the dates and times entered on the completed booking form

2.3 Hirer: as named on the booking form where contact details are also entered

2.4 Hire Fees: as indicated on the booking form with reference to charges shown there. The Committee reserve the right to require a surety when large numbers are involved or alcohol is to be served. The sum is at the discretion of the Committee, it is usually a cheque for £100. The cheque will be returned to the Hirer once a representative of the Committee is satisfied that no damage has been done and provided there have been no complaints from neighbours.

Optional additional condition for use with commercial hirers:

“Village halls are usually held on strict trusts which require the management committee to ensure that the hall is administered in accordance with those trusts. Accordingly we are bound to preserve and hereby reserve the right to terminate this Agreement by not less than seven days’ notice in writing to you in the event of the hall being required on the same date / time for the fulfilment of its charitable purposes.

In the event of such termination by us, we will refund to you all monies paid by you to us. We will not, however, be liable to make any further payment to you in respect of expenses, costs or losses incurred directly or indirectly by you in relation to any such termination.”

2.5 Premises

The booking agreement covers the part(s) of the premises specified on the booking form

2.6 Purpose / description of hiring: these purpose are specified on the booking form

3. You agree not to exceed the maximum permitted number of people per room including the organisers / performers
Main hall plus Stubbs Lounge: 120 seated at tables or 140 seated in rows.

4. The hall does have a licence with the Performing Right Society (PRS) for the performance of copyright music from Phonographic Performance Licence (PPL).

4.1 We have a Premises Licence authorising entertainment and the sale of alcohol. You hereby acknowledge receipt of a copy of the conditions of the Premises Licence and / or Operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agree to apply with all obligations therein. If we believe that a Temporary Event Notice (TEN) would be in our best interests for this hiring, we can require you to give notice of a TEN. 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. You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.

6. We and you hereby agree that the Standard Conditions of Hire (see below), together with any additional 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. 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 signed on the booking form, duly authorised by WVH

as signed by the Hirer as described on the Booking Form