

## 1.2 Oake & District Hall

Registered Charity 205829

42 Saxon Close, Oake,

Taunton

Somerset TA4 1JA

Phone: 07935 113589

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[www.oakehall.org](http://www.oakehall.org)

PARTIES: Oake & District Hall 1.2 (as above) & The Hirer 1.3

(1) The Village Hall named above 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 Schedule, available either in the hall and on the website [www.oakehall.org.uk](http://www.oakehall.org.uk)

1.1 Date(s) required:

Day(s)

Month

Time required (hours)

From

To

1.3 Hirer:

(a) Name of representative

(b) Organisation (if applicable)

Address

Telephone Numbers & email

1.4

| Hire Fee | Non - returnable deposit to be returned with this form | Balance |
|----------|--|---------|
| £        | £  | £       |

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 when the agreement is signed).

1.5 Premises

Whole of hall

If part of hall please specify

1.6 Purpose/description of hiring:

Commercial use? Yes/No

(If yes please see clauses on our website or on the hall notice board).

Will tickets be sold for your event? Yes/No

1.7 Is food to be provided at the event? Yes/No

2. The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. Please confirm which licensable activities will take place at your event:

| Activity                         | The hall is licensed for | Times for which the activity is licensed   | Indicate activities to take place at your event |
|----------------------------------|--------------------------|--|---|
| a. The performance of live music | ✓                        | Sun to Saturday<br>9am to 11.30pm<br><br><b>9am to 11pm</b>                        |   |
| b. Making music                  | ✓                        |  |   |
| c. The performance of dance      | ✓                        |  |   |
| d. Dancing                       | ✓                        |  |   |
| <b>e. The sale of alcohol</b>    | ✓                        |  |   |
| f. The playing of recorded music | ✓                        | Mon to Friday<br>9am to 11.30 midnight<br>Saturday & Sunday<br>12 noon to 11.30 pm |   |
| g. The performance of plays      | ✓                        | Sunday to Saturday<br>12 noon to 11.30 pm  |   |
| h. The performance of films      | ✓                        |  |   |

2.1 Where a licensable activity will take place, the hirer hereby acknowledges 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 agrees to comply with all obligations therein.

2.2 **Have you indicated at 2(e) that alcohol will be available at your event** Yes/No

**Do you wish to use our bar?** Yes/No **Starting Time?**

If you answer yes to the above question, we will advise the licensee. Please look at the Bar Conditions on our website.

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

**EXPECTED NUMBERS – How many people do you expect at your event?** .....

Seated at tables  
**104**

Dancing & seated at tables  
**156**

Dancing  
**230**

3. The signatory to the hiring agreement must be present throughout the period of hire with additional supervision where appropriate.

4. It is hereby agreed that the Standard Conditions of Hire together with any additional conditions imposed under the Premises Licence (2.1) or that the Village Hall management committee deem necessary shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Village Hall 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.

6. Oake Village Hall uses personal data for the purposes of managing hall bookings, finances, events and publicity. Please indicate here if you are willing for us to share your contact details with other groups and organisations benefitting the residents of the Parish of Oake.

Yes/No

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

**Signature (Hall representative):**

**Date:**

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.

I confirm that I have read and agreed the full terms & conditions on the hall website [www.oakehall.org.uk](http://www.oakehall.org.uk), a copy may also be found on the hall notice board.

**IMPORTANT : -No helium balloons or fireworks.**

I will also ensure that the hall is left clean & tidy, all rubbish is removed & the key will be returned to the booking secretary. Fines will be imposed if these terms are not adhered to.

**Signature (Hirer)**

**Date:**