The Priors Hall, Shuckburgh Road, Priors Marston, CV47 7RS  
Reg. Charity No 522938

**Hire agreement between the TRUSTEES of the Priors Hall and the HIRER named below.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Hirer (who shall be over 25 years of age.) | | | Name |  | | |
| Hirer’s Address |  | | | | | |
|  | | | | | |
| Phone Number |  | | Email |  | | |
| Organisation |  | | | | | |
| Purpose of Hire |  | | | | | |
| Date (s) of Hire |  | Entry Time | |  | Leaving Time |  |
|  | Entry Time | |  | Leaving Time |  |

**Please indicate which facilities will be required**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Committee Room |  | Main Hall |  | Kitchen |  | Washing Up |  | Bar |  | Chairs |  |
| Sports Equipment |  | Audio |  | Lighting |  | Stage |  | Crockery/Cutlery | | |  |
| Other (Specify) |  |  | | | | | | | | | |

|  |  |  |
| --- | --- | --- |
| ✓ | **Please indicate which of the following applies to your event.** | **See** |
|  | If you are intending to sell or provide alcohol even if the cost is inclusive in the ticket. | Item 3 |
|  | If you are intending to run gaming, or betting event. | Item 4 |
|  | If you are providing serving or preparing food. | Item 6 |
|  | If you are bringing electrical appliances and/or other apparatus into the Hall. | Item 7 |
|  | For children under that age of 8 see item 16 | Item 16 |

**Also Please Note the Other Conditions of Hire**

|  |  |
| --- | --- |
| Deposit due at time of booking (50% of hire | £ |
| Damage/Cleaning Deposit (Returnable) | £ |
| Balance Due 4 Weeks Prior to Hire | £ |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed by Hirer |  | Date |  |
| Signed on Behalf of The Trustees | |  | |

|  |  |  |
| --- | --- | --- |
| ✓ | **For Office Use Only** | **Please return this form to:**  The Bookings Manager  Mrs Barbara Harvey  Rookery Nook  Priors Hardwick  CV47 7SL |
|  | Booking Deposit Received |
|  | Damage and Booking Balance Received |
|  | Authorised Return of Damage Deposit |
| Key Contacts | |  |
| Bookings Manager; Mrs Barbara Harvey: | | 01327 260709 |
| Caretaker; Mrs Caroline Whitehead | | 01327 261427 |

**STANDARD CONDITIONS OF HIRE FOR THE PRIORS HALL GROUND FLOOR FACILITIES**

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative. (If the Hirer is in any doubt as to the meaning of the following the Bookings Manager should immediately be consulted).

1. THE HIRER will during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway.
2. THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without written permission.
3. THE HIRER shall be responsible for obtaining such Temporary Event Notices, (TENs), as may be needed whether for the sale or supply of intoxicating liquor, or otherwise, and for the observance of the same.
4. THE HIRER shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
5. THE HIRER shall comply with all conditions and regulations made in respect of premises by the Fire Authority, Local Authority, The Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage play.
6. THE HIRER shall, if preparing, serving or selling food observe all relevant food Health and Hygiene legislation and regulations.
7. THE HIRER shall ensure that any electrical appliances, Bouncy Castles, etc. brought by the Hirer to the premises and used there shall be safe and in good working order and used by qualified and insured persons in a safe manner.
8. THE HIRER shall indemnify the Trustees for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.
9. THE HIRER will pay a damage deposit of between £100 and £250 (depending on the event) at the time of booking. The damages deposit will be returned to the HIRER subject to the Priors Hall being returned to the Trustees in good order.
10. IF THE HIRER wishes to cancel the booking before the date of the event, the nonreturnable cancellation deposit will not be repaid by the Trustees.
11. THE HIRER shall ensure that the minimum of noise is made on arrival and departure.
12. THE HIRER shall ensure that no dogs except guide dogs are brought into the hall.
13. AT THE END of the hiring, THE HIRER shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Trustees shall be at liberty to make an additional charge.
14. THE TRUSTEES reserve the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election, in which case the Hirer shall be entitled to a refund of any deposit already paid.
15. IN THE EVENT of the hall or any part thereof being rendered unfit for the use for which it has been hired, the Trustees shall not be liable to the HIRER for any resulting loss or damage whatsoever.
16. THE HIRER shall ensure that any activities for the children under eight years of age comply with the provisions of the Children Act 1989 and that only fit and proper persons have access to the children.