**PINXTON PARISH COUNCIL**

**HIRING AGREEMENT**

**THE VILLAGE HALL, 3 KIRKSTEAD ROAD, PINXTON, DERBYSHIRE. NG16 6NA**

**Telephone: 01773 580046 E. Mail:** [**info@pinxtonparishcouncil.co.uk**](mailto:info@pinxtonparishcouncil.co.uk)

**AGREED** as follows:

1. In consideration of the hire fee described in clause 1.4, the Parish Council 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 attached Schedule.
   1. Date required:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date: |  |  | Month |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Time required (hours) |  | From/to include setting up time) |  |

|  |  |
| --- | --- |
| To (to include setting down time) |  |

* 1. Pinxton Parish Council:

|  |  |  |
| --- | --- | --- |
| (a) | Owners of the premises | Pinxton Parish Council |
|  | Address | The Village Hall, 3 Kirkstead Road, Pinxton,  Derbyshire. NG16 6NA |
| Telephone number  email address | | 01773 580046  info@pinxtonparishcouncil.co.uk |
| Caretakers | | Mrs J Allen 07961 083556  Mr. P. Harris 07771 853031 |

1.3 Hirer:

|  |  |  |
| --- | --- | --- |
| (a) | Name |  |

|  |  |  |
| --- | --- | --- |
| (b) | Organisation  (If applicable) |  |

|  |  |  |
| --- | --- | --- |
| (c) | Name of Organisation’s  Authorised Representative  (If applicable) |  |

|  |  |  |
| --- | --- | --- |
|  | Address |  |
|  | Telephone Number  Email address |  |

|  |  |  |
| --- | --- | --- |
| 1.4 | Hire Fee | £ |

The Hirer shall pay a deposit of 50% of the cost of the booking when the agreement is signed. The balance of the booking fee being payable seven days before the event

**Due to historical events the Parish Council will NOT accept bookings for 16th – 21st birthday parties.**

|  |  |
| --- | --- |
| Deposit Paid | £ |
| Balance Due | £ |

|  |  |
| --- | --- |
| Commercial Use? | Yes/No |

Cheques made payable to Pinxton Parish Council

Direct bank payment - Sort Code 08-90-05 - Account Number 61160031

The Council reserves the right to cancel at any time any booking of the premises due to unforeseen circumstances beyond its control and will give the hirer as long notice as practicable and refund any booking fee paid. The Council does not accept responsibility for any consequential loss sustained by the hirer arising out of the operation of this clause and no claim for compensation will be entertained.

1.5 Premises

|  |  |
| --- | --- |
| Whole of Hall |  |
| If part of Hall please specify | Main Hall Small Hall Bar Area |
| Storage of equipment  (Please specify) |  |

1.6 Purpose/description of hiring:

Will tickets be sold for your event? Yes/No

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

1.8 Childs Party? Yes/No

**PLEASE NOTE: The Parish Council does not allow Animal/Zoo Parties or Bouncy Castles in the Village Hall.**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity for which 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 provision of hot food/drink |  |  |  |
| m. The sale of alcohol |  |  |  |

* 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. **Have you indicated at 2(m) that alcohol will be available at your event YES/NO**

If you answer **yes** to the above question, you will need to seek written permission from the Parish Council by completing the appropriate Bar Booking Form.

2.3 The Hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers - as per Entertainments Licence No. 46.

|  |  |
| --- | --- |
| Main Hall | 300 |
| Small Hall | 100 |
| Bar Area | 72 |

**Maximum Capacity 300 persons**

|  |  |
| --- | --- |
| **Numbers expected at your function** |  |

2.4 The Hall has Licences with the:-

|  |  |
| --- | --- |
| Performing Rights Society for the performance of copyright music  Phonographic Performance Licence (PPL) |  |
|  |  |

**3.** The Hirer agrees with the Parish Council 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 (2.1) or that the Parish Council deem necessary shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Parish Council 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.

Signed/dated duly authorised on behalf of Pinxton Parish Council

|  |
| --- |
| Dated |

Signed/dated and duly authorised on behalf of the Hirer

|  |
| --- |
| Dated |