

# Wedmore Village Hall Hire Agreement

1) DATE OF AGREEMENT .....

2) WEDMORE VILLAGE HALL MANAGEMENT COMMITTEE

BOOKINGS SECRETARY:

Glenise Bunn

Glanville House

Glanville Road

Wedmore BS28 4AD

Tel: 01934 712765

Email: [bookings@wedmorehall.org.uk](mailto:bookings@wedmorehall.org.uk)

3) HIRER

- Name .....
- Organisation .....
- Address .....
- Telephone number .....
- Email address .....

4) TYPE OF FUNCTION

Public / Private / Commercial      Title (for web calendar) .....

5) DATE OF HIRE ..... TIME ..... DURATION.....

6) ANY OTHER REQUIREMENTS

.....

7) PREMISES AND FACILITIES REQUIRED

- Main Hall
- Main Kitchen
- Small Hall
- Snug
  
- Crockery hire
- Dishwasher
  
- PA System
- Hearing Loop
- Stage lighting
- Raked seating

Tables and chairs are included in the hire but please note that our standard crockery is only provided on a best efforts basis. For large events we suggest you hire our new, high quality crockery and cutlery.

8) HIRE CHARGE £..... DEPOSIT £.....

The preferred method of payment is by bank transfer to account 00744718 sort code 30-91-84

Alternatively the Bookings Secretary will accept cash or a cheque (payable to 'Wedmore Village Hall').

The deposit is paid as part of the total hire charge above and is due immediately.

The balance is payable in the week leading up to the event and **must be paid before the event takes place.**

**NB: The deposit cannot be refunded if the booking is cancelled within two weeks of the hire date.**

## 9) SALE OF ALCOHOL

If you plan to sell alcohol at your event, or serve it at a club event, you will **need to seek permission from the management committee** in order to either take advantage of our Premises Licence (fee £25) or to apply for your own Temporary Event Notice to be given for the event. The management committee will require you to complete a **separate** application form detailing your requirements. **Please speak to the designated licence holder (Mike Rippon)** for advice **before** you sign this alcohol form, which can be [downloaded](#) from the web site.

## 10) ENTERTAINMENTS

The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. You have confirmed the following licensable activities will take place at your event. Performances involving danger to the public or of a sexually explicit nature shall not be given. **A responsible adult must be present if a booking/hiring is for under 18s.**

Performance of plays

- Mon to Sun, 09:00 to 23:00

Performance of dance

- Mon to Sun, 09:00 to 23:00

Showing of films

- Mon to Sun, 09:00 to 23:00

Sporting events

- Mon to Sun, 09:00 to 23:00

Performance of live music

- Mon to Thu, 09:00 to 23:00
- Fri to Sat, 09:00 to 23:30
- Sun, 09:00 to 22:00

Playing of recorded music

- Mon to Thu, 09:00 to 23:00
- Fri to Sat, 09:00 to 23:30
- Sun, 09:00 to 22:00

Dancing

- Mon to Thu, 09:00 to 23:00
- Fri to Sat, 09:00 to 23:30
- Sun, 09:00 to 22:00

Sale of alcohol

- Sun to Tue, 10:00 to 23:00

- Wed to Sat, 10:00 to 23:30

## 11) MAXIMUM NUMBERS ALLOWED IN HALL

The Hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers. **The absolute maximum number of persons permitted within the premises is 300**, but note also the following Premises Licence individual limits:

### Main hall

- Close seating (theatre style) = 200 (practical limit is 150)
- Dancing (disco) = 200
- When seating provided at tables = 143
- Dancing with seating also provided at tables = 126

### Small hall

- Close seating (theatre style) = 100 (practical limit is 50)
- Dancing = 83
- When seating provided at tables = 50
- Dancing with seating also provided at tables = 41

## 12) HEALTH AND SAFETY

The Hall's standard Risk Assessments can be viewed on the web site. It is the Hirer's responsibility to supplement these assessments with items specific to an event, and for major events we require the Hirer to provide a full Risk Assessment.

## 13) DAMAGE

The Hirer undertakes to report any damage or breakages to the Bookings Secretary as soon as possible, and to pay for all repairs and replacements.

## 14) SMOKING

It is against the law to smoke in the hall. The Hirer undertakes to ensure that the law is followed.

## 15) EVENT FINISH TIME

**The Hirer undertakes that the event will finish by 11:30pm and the Hall will be clear by 12:00pm.**

## 16) AGREEMENT

It is hereby agreed that the Standard Conditions of Hire (available on the web site) shall form part of the terms of this Hire Agreement

The Hirer agrees with the village hall to be present during the hiring and to comply fully with this Hire Agreement.

In compliance with the General Data Protection Regulation (GDPR), the Hirer agrees for their contact details as provided on this form to be held on file for use for Wedmore village hall purposes only. The details will be erased when they are no longer needed in connection with this Hire Agreement.

IT IS THE RESPONSIBILITY OF THE HIRER TO PICK UP THE KEY FOR THE HALL OR TO MEET A HALL REPRESENTATIVE AT THE HALL ON THE DAY OF HIRE. Please discuss this with the Bookings Secretary in the week leading up to the hire so that you know how to get access into the Hall

Signature of Hirer .....