

SPENCERS WOOD VILLAGE HALL HIRING AGREEMENT

Details of Hire

Date of hire		Name of Hirer	
Time Booked		Contact Tel:	
		Contact Email:	
Booking for: <ul style="list-style-type: none"> • Whole Hall • Wellington Room 		Address	
Amount payable £		Type of function	
Deposit payable £		Public event or Private event?	

Please indicate if the following are planned:

Bouncy Castle/Disco/Sale of Alcohol/Food Provided/Alcohol Provided/Use of Portable Sound System

If you are using the hall on a Sunday morning and intend to use a sound system, you must use ours to ensure that it does not interfere with the church service next door - **£16 charge**.

The Village Hall has a Premises Licence authorising certain types of regulated entertainment and licensable activities which can take place between the hours of 9 am until midnight. Please indicate which of the following licensable activities will take place at your event:

Activity	Licensed Activity in the Village Hall	Activity to take place	Activity	Licensed Activity in the Village Hall	Activity to take place
Performance of plays	Yes		Performance of dance	Yes	
Showing of films	Yes		Making music	Yes	
Indoor sports	Yes		Dancing	Yes	
Boxing or Wrestling	No		Provision of hot food before 11 pm	Yes	
Performance of live music	Yes		Provision of hot food after 11 pm	No	
Playing of recorded music	Yes		Sale of alcohol	No	

AGREED as follows:

1.0 Hire fee

The hire fee described above permits the Hirer to use the premises for the purpose and for the period(s) specified above. The details inserted above are the terms of this agreement.

The hire fee must be paid in advance, and at least 4 weeks before the event. Regular user bookings should pay promptly each month/term when they receive an invoice from the Hall Treasurer.

Please read the Terms & Conditions of Hire and initial here:

The hall has a licence with the Performing Rights Society for the performance of copyright music.

1.1. Deposit

A deposit is required in advance with the hire fee in case of damages. The deposit will be returned when the hall has been inspected after the rental period subject to the following:

- £15/ hour extra cleaning charge to be deducted if the Hall is not left clean and tidy
- £20 will be deducted if rubbish is left on the premises at the end of the hire period
- An amount will be deducted for any damage caused - at the Committee's discretion
- In the event of a cancellation within 4 weeks of the event, the deposit will be retained

Deposits: Day time rental £100.00 Evening party £300.00

1.2. Sale of Alcohol

If alcohol will be sold at your event you must apply for a Temporary Event Notice (TEN) from Wokingham Council to permit the sale of alcohol. There is a small charge payable to the Council and at least 2 weeks' notice is required to process your application. Visit www.wokingham.gov.uk for more details. A copy of the TEN must be shown to the booking secretary prior to the date of hire and a copy should be available at the event. You are allowed to give alcohol to your guests free of charge.

1.3. Maximum Capacity

The Hirer agrees not to exceed the maximum permitted number of people per room including organisers and performers:

 Main Hall 100 people Wellington Room 40 people

1.4 Other Requirements

- a) Where a licensable activity will take place, the Hirer must comply with all the obligations in the Hall's licence. The Premises Licence is displayed in the Hall.
- b) The Hirer agrees an authorised person from the Village Hall can be present during the hiring.

Signed by the person named above as the Hirer

Dated

Village Hall - Registered Charity No. 300204

Bank details: Sort code 20 71 03 - A/C No. 40801968

**Address: Spencers Wood Village Hall,
 Basingstoke Road,
 Spencers Wood RG7 1AP**

Telephone: 07719038375 (Mon to Fri 0900 to 1300)

Email: spencerswoodhallenquiries@gmail.com