

This **hall hire agreement** is made on/...../.....
 between The Victory Hall Trustees (Trustees) and (the Hirer)
 whereby, in consideration of the fees and the returnable security deposit recorded below, the Trustees agree to permit the Hirer to use The Victory Hall, Church Road, Farley Hill RG7 1TR (Premises) for the purposes and periods described below (not to include the bowling green).

Hirer details

Name	
Address	
Email	
Contact number(s) before/during/after event	

Trustee contact details

Email for all hire correspondence	hire@victoryhalltrust.com
Contact number before/during/after the hire	0118 324 6600 (please leave a message)
Emergency contact numbers, only during hire	07768 533355 / 07774 703416 / 07973 102036

Hire details agreed between Trustees and Hirer

Nature of the event (party, training, meeting etc.)		
Date(s) of hire		
Hirer arrival & departure times (set up time & cleaning time to be included)	Arrive	Depart
Event start and finish times (must be within the arrival/departure times)	Start	Finish
Hire fee and Corkage	£	£
Security deposit – returned after hire	£200	
The name of any DJ, band, entertainer, caterer etc. (each must have £1m+ public liability insurance)		
If using a Temporary Event Notice (TEN), in whose name will the application be?		
Any notes, specific agreements & payments (e.g., different or extra conditions)		

By signing below, the Hirer:

- Acknowledges the ‘**Conditions of Hire**’ overleaf and agrees to abide by them and agrees that part of or all their security deposit may be forfeit if any of the conditions are not met.
- Agrees to clean up and take away all their rubbish (condition 17). The Trustees will charge for any rubbish left behind and any cleaning required, other than paper towel waste in the toilets.
- If a commercial hirer, confirms they have their own Third-Party Liability insurance of at least £5m.
- Acknowledges the full hire charge and security deposit is payable on booking by **electronic transfer to “Victory Hall Trust” 40-52-40 00027109** (our bank does not support ‘Confirmation of payee’).

Signed on behalf of the Trustees Date / /

Signed by the Hirer Date / /

CONDITIONS OF HIRE for The Victory Hall, Farley Hill RG7 1TR

1. This agreement is for the use of the premises for the event described and the car park for parking vehicles during the hire period. The agreement does not confer any tenancy or other right of occupation on the Hirer. The hirer is not permitted to sub-let the premises.
2. The booking is only confirmed once the full hire fee and security deposit is paid.
3. In the event of cancellation by the hirer, there is a 75% refund if the hire is cancelled 30 or more days in advance of the first hire date, a 50% refund if cancelled within 30 days, no refund if cancelled within 7 days.
4. The Trustees may cancel the hire at any time by written notice to the Hirer (including email) if the premises become unfit for use, the premises are required for use as a polling station or if the Trustees reasonably consider that the hire would lead to a breach of licensing conditions or the carrying out of unlawful activities.
5. The hall is licensed for various entertainments and for the sale by retail of alcohol. If you plan to carry out any licensable activities, you must let the Trustees know and abide by the terms of the licence.
6. No alcohol is to be brought into the premises by the Hirer without prior agreement of the Trustees and payment of a corkage fee, as noted on this form. No alcohol can be sold in this case. Selling alcohol requires a Temporary Event Notice (TEN).
7. The Hirer is responsible for getting a Temporary Event Notice if one is required. Contact www.wokingham.gov.uk for information.
8. The Hirer must make sure that any electrical equipment brought into the hall is in good and safe working order. Please note that electrical safety equipment is fitted and may trip if faulty equipment is plugged in, causing a loss of power.
9. If using the garden, the hirer acknowledges the presence of the LPG tank and will ensure no flame is used near it.
10. The hirer shall not allow any open flames, fires, fireworks or like be used at any time without the express permission of the Trust.
11. Fire Extinguishers are provided within the hall plus a fire blanket in the kitchen and the Hirer agrees to note their locations and the locations of the three, marked, emergency exits before the event starts. The assembly point is the far end of the car park.
12. If the kitchen and/or any of its contents (equipment, cutlery, crockery etc.) is used during the hire, the hirer is responsible for any losses, breakages, or damage and for washing and returning the items to their usual storage places.
13. To avoid damage to the premises, the only method of putting up decorations is using low tack tape supplied by the Trust. Use of any other method of fixing (blu tac, white tac, cellotape, pins etc.) is not allowed. Please do not attach anything to any lights, speakers, or pictures.
14. The Hirer shall indemnify and keep indemnified the Trustees against the cost of:
 - a. Any repair or replacement necessitated by damage done to any part of the premises or its contents during the hire. Note that this is not limited to the security deposit amount.
 - b. All claims in respect of lost property or injury to persons arising from their use of the premises. Note that this is not limited to the security deposit amount.
15. The Hirer is expected to be present during the whole of the period of the hire and is responsible for:
 - a. The supervision of the premises (the building and the contents, surrounds, garden, and car park).
 - b. The safe use of the premises, including compliance with relevant Health & Safety, Licencing and Food Hygiene laws.
 - c. The legal use of the premises, including obtaining and complying with any necessary licences.
 - d. Not allowing the premises to be used for any unlawful purpose, unlawful activity or in any unlawful way.
 - e. Not to do nor bring on to the premises anything which may endanger the premises or guests or compromise any insurance policies in force (a copy of our insurance can be made available on request).
 - f. Not allowing smoking indoors at all and outside only in the permitted area by the main entrance, where the ash can is fixed.
 - g. The security of the premises, including controlling admission and refusing admission to those not entitled to be there.
 - h. Not exceeding the maximum safe capacity of the premises, of 150 people.
 - i. The supervision of car parking arrangements to avoid obstruction of the exit and of Church Road.
 - j. The behaviour of all persons using the premises during the event, whatever their capacity.
 - k. Ensuring people enter and leave the premises in an orderly manner and without causing disturbance to neighbouring residents.
 - l. The safety of all children who attend an event in the hall, including any required criminal checks on adults present.
 - m. Notifying the relevant emergency services without delay if the need arises (then call the Trustees using the emergency numbers).
 - n. Notifying the Trustees of any faults discovered, or damage caused, so they can be rectified.
16. The Hirer must ensure that no amplified sound or Live Music is played outside the building at any time (unless specifically agreed with the Trustees and noted on the hire form).
17. All windows and doors are to be closed after 21:00 hours, except during access and egress, when amplified or live music is playing in the hall. Noise should be virtually inaudible at the nearest property after 23:00.
18. The Hirer is responsible for removing from the premises, its surrounds and car park all bottles, containers, food, packaging, decorations and similar at the end of the hire and for leaving the premises in a hireable condition. The Trustees reserve the right to charge for any cleaning or rubbish disposal required after the end of the hire to return the premises to a hireable condition, not limited to the security deposit.
19. The Hirer agrees to terminate their event at such a time as will allow for the hall to be vacated and closed by the departure time agreed. Please ask your guests to respect the local residents' right to a good night's sleep by minimising noise when leaving late and by not dwelling in the car park.
20. At the end of the hire, the Hirer will leave the premises, its surrounds, garden and car park in as tidy a condition as they found it and any item temporarily removed from its usual position shall be returned to its usual position.
21. During the hire, the bowling green may be in use by another group. They have access to an outside toilet and will not enter the hall.
22. The Trustees reserve the right of entry to the hall at all times and will identify themselves upon arrival.
23. Please ask us if you are unsure about any of these conditions or how they apply to your hire.