



Nether Heyford Village Hall

Registered Charity, No. 304256

BOOKING APPLICATION DATED

- (1) The Village Hall named in clause 1.2 acting by its management committee ("Village Hall").
(2) The person or organisation named in clause 1.3 ("Hirer").

AGREED as follows:

In consideration of the hire fee described in clause 1.4, the Village Hall 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.

1.1 Dates(s) required:

Date(s)	
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Start and End times		to		Total hours		(Incl preparation)
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1.2 Nether Heyford Village Hall

Registered Charity No

304256

Authorised Representative

Mrs. Simone Squire

Address

**18 Wakefield Way
Nether Heyford
NN7 3LU**

Telephone Numbers

07849 356618 / 01327 342167

Email

NHVVHbookings@gmail.com

1.3 Hirer:

Name

Organisation (if applicable)

Address

Telephone Number

Email

1.4 Hiring Fees

Hire fee per hour

£

Refundable deposit due at time of booking
(Please note that a cheque presented for this deposit will be cashed in)

£100.00

This deposit will be refunded provided that no damage or loss has been caused to the premises and/or contents nor complaints made to the Village Hall about noise or other disturbance during the period of the hiring as a result of the hiring.

Cheques to be made payable to **"Nether Heyford Village Hall Management Committee"**

If you wish to pay by BACS please pay HSBC Northampton Abington Street, Sort Code 40 35 04 Account number 31007815 **and use your surname as the payment reference.**

Commercial Use?

Yes/No

1.5 Facility required

Main hall

Meeting room

1.6 Purpose/reason of hiring

Will this be a public or private event?

2.

2.1 The Village Hall has a Premises Licence from South Northamptonshire Council (No. S/05/54956) authorising the following regulated entertainment and licensable activities at the times indicated.

Please indicate in the table below, which licensable activities will take place at your event:

Licensable Activity	Times for which the activity is licensed Monday- Saturday	Times for which the activity is licensed on a Sunday	Indicate which activities will take place at your event
a. The performance of plays	10.30 am to 11.45 pm	12.00 noon to 11.45 pm	
b. The exhibition of films	10.30 am to 11.45 pm	12.00 noon to 11.45 pm	
c. Indoor sporting events	10.00 am to 11.45 pm	12.00 noon to 11.45 pm	
d. The performance of live music	10.30 am to 11.45 pm	12.00 noon to 11.45 pm	
e. The playing of recorded music	10.30 am to 11.45 pm	12.00 noon to 11.45 pm	
f. The performance of dance	10.30 am to 11.45 pm	12.00 noon to 11.45 pm	
g. Dancing	10.30 am to 11.45 pm	12.00 noon to 11.45 pm	
h. Making music	10.30 am to 11.45 pm	12.00 noon to 11.45 pm	

For any Licensable Activity shown above to take place outside the times indicated, please check with the Authorised Representative named in clause 1.2. The Premises Licensing Act (2003) Deregulation (2015) may be applicable.

2.2 The following activities will require a Temporary Event Notice (TEN) to be served on South Northamptonshire Council for which a fee of £21 is payable by the hirer to the Council.

- Any entertainment between 11.45 pm – 8.00 am
- The sale of hot food or drink between 11.00 pm – 5.00 am
- Any entertainment to an audience of more than 500 people

- Any exhibition of film where the intention is to make a profit, including raising money for charity (i.e. it is not a film club, society or local social group screening)
- Any boxing or wrestling entertainment
- The retail sale of alcohol on the premises, to any person at any time

2.3 Will the retail sale of alcohol be available at your event? YES / NO

If you have answered `YES` to the above question, you will need submit a Temporary Event Notice (TEN) for the event. See 2.6 below.

*Please note that there is nothing in the licensing law to prohibit a hirer providing alcohol free of charge at an event to people over the age of 18, as long as the alcohol is given away free and its value is clearly **not** included in any ticket price or entrance fee.*

*The supply of alcohol for a suggested minimum donation or in exchange for a ticket or coupon is illegal. Where a **genuine** donation is invited at an event where alcohol has been provided free, e.g. a retiring collection in aid of general funds, no sale is involved and no licence is needed.*

2.4 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.

2.5 The hall does have a licence with the Performing Rights Society (PRS) (Music) and Phonographic Performance Limited (PPL) for the broadcast and performance of copyright music.

2.6 In order to hold a licensable activity on the premises or on part of the premises not covered by the Hall's Premises Licence or for the retail sale of alcohol at any time, a Temporary Event Notice (TEN) will need to be served on the licensing authority.

The Hirer shall obtain the written consent of the management committee on the form provided for this purpose before serving the licensing authority a TEN. The number of TEN's available for the premises over a year are limited by the Premises Licencing Act (2003). You are therefore advised to check availability of a TEN before confirming the arrangements for your event.

2.7 The hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers.

Main hall	120
Meeting room	18

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

2.9 It is hereby agreed that the Standard Conditions of Hire together with any additional conditions imposed under the Premises Licence (see clause 2.1) or that the village hall management committee deem necessary shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Village Hall and the Hirer.

2.10 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.

2.11 Please indicate your consent to the Village Hall Management Committee recording and retaining your personal information for the purposes of this booking YES / NO

Signed by the person named at 1.3 above,

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