



# Naburn Village Hall

## HIRING AGREEMENT

This **Agreement** is made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between the **Committee** and the **Hirer** named below whereby in consideration of sum(s) mentioned the **Committee** agrees to permit the **Hirer** to use the premises described below for the purpose and for the period described below.

**Committee:** Naburn Village Hall Management Committee  
Booking Secretary: [bookings@naburnvillage.org](mailto:bookings@naburnvillage.org)

**Hirer:** Organisation (if applicable): \_\_\_\_\_

Authorised representative or individual **Hirer**:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel no: \_\_\_\_\_

**Premises:** Naburn Village Hall, Vicarage Lane, Naburn, York, YO19 4RS

**Fees:** Hiring fee £ \_\_\_\_\_ per hour = £ \_\_\_\_\_ per hire

Less Deposit £ \_\_\_\_\_

Balance (Payable on or before the conclusion of the event) £ \_\_\_\_\_

**Purpose of Hiring:** \_\_\_\_\_

**Period of Hiring:** Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_ From: \_\_\_\_ (am/pm) To: \_\_\_\_ (am/pm)

(NB: No hiring will be permitted to extend on any day beyond 11:30pm)

The **Hirer** agrees with the **Committee** to be present in person during the hiring and to perform the provisions and stipulations contained or referred to in the **Committee's** "Standard Conditions of Hire" as set out on the reverse hereof (an understanding of which the **Hirer** acknowledges) together with any special conditions set out in the Schedule (if any) attached.

**Signed** on behalf of Naburn Village Hall Management Committee:

\_\_\_\_\_ Booking Secretary

**Signed by the Hirer** \_\_\_\_\_ On behalf of the Organisation (if applicable)

Please sign and return this form and one copy of the Special Conditions (retaining the other for your information).  
Please make cheques payable to Naburn Village Hall Trust. Thank you.

## NABURN VILLAGE HALL - STANDARD CONDITONS OF HIRE

For the purposes of these conditions, the term **Hirer** shall mean an individual hirer or, where the hirer is an organisation, the authorised representative of that organisation. If the **Hirer** is in any doubt as to the meaning of any condition the Booking Secretary should be consulted immediately.

1. The **Hirer** will, during the period of the hiring, be responsible for supervision of the premises, the fabric & the contents, their care, safety from damage however slight or change of any sort & the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements so as to avoid highway obstruction
2. The **Hirer** shall not use the premises for any purpose other than that described in the hiring agreement & shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without written permission
3. The **Hirer** shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxication liquor & for the observance of the same
4. The **Hirer** shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting & lotteries
5. The **Hirer** shall comply with all conditions & regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays
6. The **Hirer** shall, if preparing, serving or selling food observe all relevant food health & hygiene legislation & regulations
7. The **Hirer** shall ensure that any electrical appliances brought by him to the premises & used there shall be safe & in good working order, & used in a safe manner
8. The **Hirer** shall indemnify the committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring
9. The **Hirer** shall ensure that the minimum of noise is made on arrival & departure
10. If the **Hirer** wishes to cancel the booking before the date of the event & a replacement booking is not concluded, the question of the payment or repayment of the fee shall be at the sole discretion of the committee
11. The **Hirer** shall ensure that no dogs, except guide dogs, are brought into the hall
12. At the end of the hiring, the **Hirer** shall be responsible for leaving the premises & surrounds in a clean & tidy condition, properly locked & secured unless directed otherwise & any contents temporarily removed from their usual positions properly replaced, otherwise the committee shall be at liberty to make an additional charge
13. The **Committee** reserves the right, at its sole discretion, to require a security deposit in advance of any booking. This deposit will be refunded within 2 weeks of the end of the hire period when the Village Hall, its contents and curtilage are left in good order, undamaged and reasonably clean at the end of the hire period
14. The **Committee** reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the **Hirer** shall be entitled to a refund of any deposit already paid
15. In the event of the Village Hall or any part thereof being rendered unfit for the use for which it has been hired, the committee shall not be liable to the **Hirer** for any resulting loss or damage whatsoever
16. The **Hirer** shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act 1989 & that only fit & proper persons have access to the children