Chantry Hall, Bedale

Hire Agreement

Application for the hire of Chantry Hall, Bedale

Name of Hirer .....

Address .....

.....

Telephone No. .....

Email address .....

Organisation .....

.....

Date required .....

Time from .....a.m./p.m.

to.....a.m./p.m.

Purpose of Hire* .....

.....

* (Please refer to condition 4)

CHARGES

Hire Charge £..... (to be paid by.....)

I agree to abide by the Conditions of Hire as printed on this form

Signed: .....

Dated: .....

Chantry Hall, Bedale

Hire Agreement

Please return

Confirmation of hire of Chantry Hall, Bedale

To be completed by the Chantry Hall Administrator (copy given to hirer)

Name of Hirer .....

Address .....

.....

Organisation .....

I confirm the booking by you of **Chantry Hall, Bedale**

Date required .....

Time from .....a.m./p.m.

to .....a.m./p.m.

For the purpose of .....

CHARGES

Hire Charge £.....(to be paid by.....)

OPENING/CLOSING ARRANGEMENTS

OPENING: ..... will open up at.....

LOCKING UP: ..... will lock up at.....

Contact number (on the day):.....

Chantry Hall, Bedale

Hire Agreement

CONDITIONS OF HIRE

1. Applications for the hire of the Hall, which must be made by persons over 21 years of age, should be addressed to the Chantry Hall, Administrator. Under no circumstances may the Hall be sub-let.

2. The application should not be considered as having been accepted until acknowledged in writing.

3. The Chantry Hall Management Group (CHMG) reserves the right to cancel any booking, subject to a standard minimum notice period of three months.

4. Full details of the proposed event and its content or programme (e.g. items to be performed) must be submitted in writing to the Hall at the time of hiring. Any changes to the programme after the booking has been made must be similarly notified to the Hall in writing. The CHMG reserves the right to refuse permission for hire of the Hall, and to cancel any booking without notice, where it deems the proposed event or activity to be incompatible with a place of Christian worship.

5. Organisations will be invoiced 6 weeks in advance of the booking date and payment is to be made 4 weeks in advance of the date, unless otherwise agreed.

6. All cancellations must be made in writing. In the event of cancellation charges may apply.

7. The premises and surrounds are the responsibility of the hirer who will be liable for all claims for theft, loss, breakages and damage to property during the period of hire.

8. The Hall's own insurance policy does not cover third party hirers. All third-party hirers are required to provide their own Public Liability insurance cover. *It is a condition of this hiring agreement that adequate insurance cover be in force* for all legal liabilities which could arise, including death or personal injury, to third parties (including employees and volunteers), or damage to our property or the property of others, arising out of your occupation and activities, whilst at the premises. The CHMG require sight of the hirer's insurance cover and will keep a copy on record to be updated each year where applicable. For certain events the hirer's insurance certificate must be displayed on the Hall notice board for the duration of the event.

9. The Hall's own insurance policy will cover individual private hirers for a maximum of three events per hirer per year. Any further events will deem the hirer to be a third-party hirer and evidence of Public Liability insurance cover will be required (see 8 above). The most we will pay under this extension inclusive of all damages, costs and expenses is £2,000,000 for any one event.

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Hire Agreement

We will not provide an indemnity in respect of the following:

- Liability incurred in respect of accidents away from the hired premises
- Liability arising out of food and drink supplied at the event.
- Liability arising out of the use of bouncy castles or other inflatables, fly walls, bungee equipment or any similar activity equipment.
- Liability arising from bonfires and fireworks.
- Liability arising out of any other activity of a hazardous nature.
- Liability assumed by agreement unless liability would have attached without such agreement.
- Liability which is insured elsewhere under any other policy

10. All organisations and individuals using the Hall premises must adhere to the CHMG's policies on the Safeguarding of Children & Young People and Vulnerable Adults (copies available on request). Organisations working specifically with vulnerable people must have their own safeguarding policies and training in place and copies of the policy should be lodged with the CHMG.

11. The CHMG reserve the right of entry at any time.

12. No alcohol is to be bought or sold on the premises as the Hall is not licensed. This also applies to alcoholic drinks included in ticketed events. A license must be sought by the hirer for events where they wish to sell alcohol and they *must display the license accordingly on the Hall notice board for the duration of the event*.

13. No smoking is permitted on the premises.

14. All music, etc. to be kept to a reasonable level.

15. Existing signs and notices should not be removed or defaced, and all furniture and equipment should be left where found.

16. The Hall, and toilets, etc. should be left tidy and all exits secured, and lights turned off on vacating the premises.

17. Hirers must not use pins or tape to fix items to the walls.

18. The Hall is to be vacated and locked by 11 pm unless an extended license is in place.

DAMAGES/CLEANING

Hirers are expected to clean up after use and to remove from the premises all items of equipment or furniture brought in, along with any waste material. The Hall should be left as it is found. Any damage (including breakages) should be reported as soon as possible. Hirers are advised that any items left on the premises will be disposed of after 7 days and any cost incurred invoiced to the hirer.

OPENING/CLOSING ARRANGEMENTS

Arrangements for unlocking and locking up will be made in advance of the event in conjunction with the Hall Administrator.