



Hundleby Parish Rooms

Hirer Agreement

This document, the Hirer Agreement, is a contract between the Hirer and Hundleby Parish Council (HPC) and must be signed before any event, meeting or activity. The person who signs this document is the Hirer and is responsible for the full compliance of the Agreement. You will also need to complete a Booking form before your event.

The Parish Rooms (Venue) can be used for private celebrations, social and community events, talks, meetings and classes.

The Venue holds a maximum of sixty (60) people.

1. Planning
2. Booking
3. Running your event
4. Safety and Wellbeing
5. End of Hire
6. Paying

1. Planning your event

- 1.1. During the Hire period the Hirer shall maintain Public Liability Insurance.
- 1.2. The Hirer acknowledges that the loss of any items left unattended is not covered by the HPC insurance cover.
- 1.3. The Hirer shall be responsible for obtaining any Performing licences etc, required for their event.
- 1.4. The Hirer shall not apply for a Temporary Event Notice (TEN) without written permission of the HPC.
- 1.5. The Hirer shall be responsible for the Health and Safety aspects of the use of the Venue during the Hire Period. The Hirer must carry out a risk assessment relative to the type of activity to be undertaken.
- 1.6. The HPC have a Dog Policy in force and the Hirer needs to read this to see if dogs are accepted at your event. The policy can be found on the HPC website.
- 1.7. Where food and drink is to be supplied to the public the Hirer or caterer must hold a Basic Hygiene Certificate. A copy of which should be available to the HPC upon request.
- 1.8. The Hirer shall ensure that any electrical appliances intended to be used by the Hirer at the Venue shall be PAT tested.
- 1.9. No Advertising shall be displayed at the Venue or associated property without written permission of the HPC.

2. Booking

- 2.1. All booking applications must be in writing on the Booking Form provided. The person signing the form will be considered the Hirer. Where an organisation is named in the application the organisation will also be considered the Hirer and shall be jointly liable with the person who signs this agreement.
- 2.2. The forms and agreement must be completed by a person aged 18 years or over.
- 2.3. Bookings are only accepted when the Booking Clerk has received the signed Booking Form and agreement. Confirmation will be given.
- 2.4. The Venue is available for use from 9am to 10pm, or by arrangement for outside these hours.
- 2.5. You must include set up and clear up times within your booking.
- 2.6. Hourly hire rates- **£9** without use of the kitchen
£10 with use of the kitchen
For insurance purposes Event Time and Setting/Clearing up times must be defined on the Booking form. Access will only be available within these times. Setting/clearing up time and Hire must be consecutive.
- 2.7. Booking Forms can be customised to your event/s. Yearly, monthly, weekly or a one off event.
- 2.8. Different events by the same organisation requires a Booking form for each event.
- 2.9. Invoices will be generated after each event, or by arrangement, and payment will be due immediately on receiving an invoice.
- 2.10. The Hirer shall not use the Venue for any other purpose than that described on the Booking Form and shall not sub-hire.
- 2.11. The HPC reserves the right to refuse or cancel a booking. Even if the Hirer has a regular booking for the Hire of the Venue HPC reserves the right to renew, vary or cancel any such regular arrangement. This right will not be unreasonably enforced.

3. Running Your Event

- 3.1. The Hirer must familiarise themselves with the fire Drill Notices, Fire Exits, Fire fighting Equipment and assembly point.
- 3.2. The Hirer shall ensure they are familiar with the location of the First Aid Kit and Accident Book.
- 3.3. The Hirer shall ensure that Fire Exits are not blocked inside and outside.
- 3.4. All tables and chairs are included in the hire. All must be replaced from where they were found after use.
- 3.5. The wooden peg rail around the Venue can be used to hang items from but no items to be attached to the paintwork.
- 3.6. The Hirer is responsible for switching the Wall Heaters on and off as required. The white Panel Heaters should not be touched.
- 3.7. If using the Kitchen the Hirer will need to supply their own Tea Towels.

4. Safety and Wellbeing

- 4.1. The Hirer is responsible for the Safety and Wellbeing of people attending your event.
- 4.2. Make sure that Children and Adults at Risk are supervised at all times.
- 4.3. Only people aged 16 and over are allowed in the Kitchen.
- 4.4. Make sure Parents/carers accompany children in the toilet area.
- 4.5. If allowing Dogs at your event make sure the owners have them under control at all times and ask the owner to remove them if they are bothering someone. Make sure the owners clear any breakages or spillage. Spillage Kit is available. Assistant Dogs are allowed at all events.

5. End of Hire

- 5.1. The Hirer will ensure that all chairs are replaced against the Venues walls, stacking no higher than five chairs.
- 5.2. Wipe down all tables used and replace from where they were found.
- 5.3. The Hirer will also ensure that the floor in the Main Hall and Entrance Hall are clear of dirt and debris and sweep where appropriate.
- 5.4. Where the hire includes use of the Kitchen the Hirer shall ensure all crockery, utensils, cooker and fridge are left in a clean and empty condition.
- 5.5. Th Hirer must remove all materials and items you have bought in for your event including all waste.
- 5.6. Let the Booking Clerk know of any breakages or damage. You may need to pay for them.
- 5.7. The Hirer make sure all windows are closed and all heaters are switched off.
- 5.8. The Hirer shall ensure that the Venue is vacated at the end of the Period of Hire and all doors locked.
- 5.9. Venue keys to be returned to the Booking Clerk.

6. Payment

- 6.1. The Parish Clerk will generate invoices for all bookings and will be emailed (where possible) to the Hirer. Invoice frequency can be arranged on booking.
- 6.2. Payment is due on receiving the invoice.

I agree to the terms and conditions in the Hundleby Parish Rooms Hirer’s Agreement.

Signature : _____

Print name: _____

Organisation: _____

Date: _____