

Please complete the Hiring Agreement [pages 1 and 2], and Additional Equipment Hiring Agreement [page 3] if required, and return to 64 High Street, Weedon, Aylesbury HP22 4NS

WEEDON OLD SCHOOLROOM
29/31 High Street, Weedon, Aylesbury, Buckinghamshire HP22 4NW
Hiring Agreement

This Agreement is made for the date(s) specified in (1) between the Weedon Old Schoolroom Management Committee (the COMMITTEE) (2) and the HIRER named below (3) in consideration of the sum(s) agreed (6).

The COMMITTEE agrees to permit the HIRER to use the Premises (4) for the purpose (5) described below.

1. **Date(s)/Time(s)Required** *Single booking* or *Multiple booking*
- Day(s) _____ _____
- Date(s) _____ from _____
- to _____
- Time from _____ from _____
- to _____ to _____

HIRERS are allowed ½ hour preparation and ½ hour clearing up time without charge. If more time is required, please adjust starting and ending times.

2. The **Weedon Old Schoolroom Management Committee** is defined in the Trust Deed of the Charity and its Rules and is represented by its Authorised Representative:

Shirley Bush of 64 High Street, Weedon, Aylesbury HP22 4NS. Telephone: 01296 641382
[or email john_bush@btinternet.com]

OR _____

3. **HIRER** [Note: Name here to be of signatory, who must be 18 years of age or over.]

(a) Name (if individual) _____

OR

(b) (i) Organisation _____

and

(ii) Name of its Authorised Representative _____

Address: _____

Telephone number: _____ Evening _____ Daytime

Email address: _____

4. **Premises** Whole of Village Hall or Part of Hall only, namely

(specify requirements)

5. **Purpose of Hiring** *e.g. Exercise class, Children's Party, Committee Meeting*

This will be a private / public event. Commercial use: YES / NO *(delete as appropriate)*

6. **Hiring Rates**
- | | |
|---|---|
| <input type="checkbox"/> Single booking £8 per hour | <input type="checkbox"/> Regular booking £6.50 per hour |
| <input type="checkbox"/> Children's party £30 | <input type="checkbox"/> Other party/function <input type="checkbox"/> £45 (3hrs) |
| <input type="checkbox"/> Meeting room £4 per hour | <input type="checkbox"/> £75 (6hrs) |
| | <input type="checkbox"/> £110 (whole day) |

Bookings not involving Weedon residents, and for all parties/functions, must be paid for in advance at least 7 days before the event. Other bookings are invoiced to the HIRER at the end of the month.

Hirings for parties/functions are also charged a returnable deposit of £100 [£50 for a Children's party] [subject to there being no breakages and the Hall being left in a tidy condition]. This returnable deposit must be paid at the time of the booking. NB All evening hirings over 2½ hours in duration, and any which continue after 10pm, will be considered to be a party/function.

Deposit of £50/£100 required? YES / NO

Payment in advance? YES / NO N.B. Function Hirers need to provide their own tea towels.

All advance payments should be remitted to the COMMITTEE'S Authorised Representative in (2) above at least one week in advance of the hiring. Cheques are to be made payable to 'The Old Schoolroom, Weedon'. They will be banked, and your deposit will be refunded [unless any damage has occurred] within one week of your hiring.

7. **Additional Equipment and Services [all free of charge]**

Please indicate on page 3, any additional services and equipment you require.

8. **Provision of Alcohol**

HIRERS are reminded that they should comply with all relevant legislation regarding provision, sale and consumption of alcohol.

Is alcohol to be provided at the event(s)? YES / NO

If YES, will it be for sale? YES / NO

If YES, alcohol will be for sale, you must obtain a Temporary Event Notice [TEN] from Aylesbury Vale District Council and this must be shown to the COMMITTEE'S Authorised Representative in (2) above before receipt of the key to the Hall. The application needs to be made to AVDC at least 10 working days before the event, and the Committee is unable to allow the sale of alcohol to occur on the premises without it being provided.

If you change your mind about the Provision of Alcohol, after signing this Hiring Agreement, a new copy of the Hiring Agreement will need to be signed.

9. **Standard and Special Conditions of Hire**

It is hereby agreed that the "Standard Conditions of Hire" attached hereto together with any "Special Conditions of Hire" contained in the Schedule shall form part of the terms of the Hiring Agreement unless specifically excluded, and the HIRER hereby acknowledges understanding and acceptance of these.

10. **HIRER'S Presence during the Hiring**

It is an essential condition of hire that the HIRER agrees with the COMMITTEE to be present during the Hiring and to perform the provisions and stipulations contained or referred to in the "Standard Conditions of Hire" together with the Special Conditions set out in the Schedule if any.

Signed by the person named at (2) above on behalf of the Weedon Old Schoolroom Management Committee.

..... for the COMMITTEE

Signed by the person named at 3(a), or 3(b)(ii) on behalf of the organisation named at 3(b)(i), above as applicable.

I declare that the information given in this Agreement is correct to the best of my knowledge and I acknowledge that any misstatement or misrepresentation will invalidate the Agreement.

..... for the HIRER

WEEDON OLD SCHOOLROOM

29/31 High Street, Weedon, Aylesbury, Buckinghamshire HP22 4NW

Additional Equipment Hiring Agreement

A1. The COMMITTEE agrees to permit the HIRER to use the Additional Equipment requested below in connection with their booking(s) outlined in (1) to (10) of the main Hiring Agreement.

Please tick the box on the right, if you wish to use any of these items of additional equipment.

China and Cutlery with use of dishwasher	80 place settings	
Stage	9 1m square stage elements	
Screen [small]	for wall mounting	
Screen [cinema size]	Free-standing in your choice of position	
Sound system [DVD unit]	To play CDs or DVDs through installed loudspeakers	
Projector [mounted on a wheeled trolley] free standing	For connection to your own computer	
	Connected to sound system [to play VIDEO]	
Use of hearing loop		

A2. Installation

Trained installers will be contracted by the COMMITTEE to help set up the Additional Equipment. No equipment should be set up by the HIRER without this expert assistance except with the express consent of the COMMITTEE.

A3. Protection of the equipment and restitution in case of damage or loss

The HIRER shall make good or pay for all damage (including accidental damage) to, or loss of, any items or components of the Additional Equipment, except when the COMMITTEE'S contracted installers are in charge of installation or dismantling.

Signed by the person named at 3(a), or 3(b)(ii) on behalf of the organisation named at 3(b)(i), above as applicable.

I agree to the hire of the Additional Equipment under the terms A1 to A3 above.

.....for the HIRER DATE