

FRITTENDEN MEMORIAL HALL

The Street, Frittenden, Kent, TN17 2DD
01580 852563 www.frittendenmemorialhall.co.uk contact@frittendenmemorialhall.co.uk

HIRING AGREEMENT – ONE-OFF BOOKING

Hirer details

Name of hirer	
Organisation (if applicable) *	
Address	
Email	
Phone	

* If hiring on behalf of an organisation, the name specified above must be an authorised representative and the address must be the registered address of the organisation

Event details

Description of event (e.g children's party)	
Date required	
Start and finish time	
Space required (please tick)	<input type="checkbox"/> Whole hall <input type="checkbox"/> Main hall <input type="checkbox"/> 64 Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Car park (other than for parking)
Spaces can be hired individually or in combination	Use of the kitchen is included for preparation of snacks and drinks when hiring the Main Hall or the Sixty-Four Room. A charge is made for full meal preparation as part of a hire or for kitchen hire only.
Additional facilities (see website for prices)	<input type="checkbox"/> Stage and lighting <input type="checkbox"/> Projector and screen <input type="checkbox"/> Screen only <input type="checkbox"/> Microphones and hearing loop <input type="checkbox"/> PA/sound system <input type="checkbox"/> Fold-up bar <input type="checkbox"/> Uplighters <input type="checkbox"/> Disco ball
Tables, chairs, kitchen equipment are included in the hire	

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Payment details

	£
Hire fee	
From October to March a supplement will be added to the hire fee to cover the cost of heating: £1 per hour, £2 per session, £5 per full day	
Deposit	
Additional facilities	
Total	
Payment methods (BACS preferred) Co-operative Bank Plc Frittenden Memorial Hall Management Comm 08-92-99 65577387	
Cheque payable to Frittenden Memorial Hall Management Comm	
Cash	
Payment terms Deposit to be paid at the time you sign this agreement. Balance due 14 days before the event.	
For refund of your deposit by BACS please provide your bank details	
A/c name	
Bank	
Sort code	
A/c number	

Signatures

In signing below you agree you have read and accept the conditions on the following pages which form part of this agreement, and the Standard Conditions of Hire attached in a separate document.

On behalf of the hirer

Date

On behalf of Frittenden Memorial Hall

Date

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AGREED as follows:

1. Throughout this Agreement:

- the Memorial Hall Frittenden is referred to as “we”; “our” is to be construed accordingly and “we” and “us” mean and include the Hall’s charity trustees, employees, volunteers, agents and invitees
- the person or organisation named as the hirer is referred to as “you”; and “your” is to be construed accordingly; “you” also includes the members of your management committee (if appropriate), your employees, volunteers, agents and invitees
- where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Bookings Secretary or, if the Bookings Secretary is not available, any of our charity trustees.

2. In consideration of the hire fee described we agree to permit you to use the premises for the purpose and period described. The details inserted in the form above are terms of this Agreement. This Agreement includes the Standard Conditions of Hire and the Special Conditions of Hire set out under separate cover.

3. Capacity

You agree not to exceed the maximum permitted number of people per room including the organisers/performers – main hall 300, meeting room 30.

4. Deposit

A refundable deposit of £100 is requested in advance of the event and secures the booking. Some or all of the deposit may be retained if damage is caused or extra cleaning is required. The Guide for Hirers in the Hall lobby has details of the cleaning and tidying expected of hirers.

5. Licences

5.1 The hall has a licence with the Performing Right Society (PRS) for the performance of copyright music from Phonographic Performance Licence (PPL).

5.2 The hall has a Premises Licence authorising entertainment and the sale of alcohol. You hereby acknowledge receipt of a copy of the conditions of the Premises Licence and/or Operating Schedule for the premises, (see Terms and Conditions) in accordance with which the hiring must be undertaken, and agree to comply with all the obligations therein. Non village residents holding parties where alcohol will be provided or served must obtain a Temporary Event Notice (TEN) from Tunbridge Wells Borough Council (<https://tunbridgewells.gov.uk/licensing/alcohol-and-entertainment-licences/temporary-event-notices>).

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6. You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.
7. The Memorial Hall Frittenden is held on strict trusts which require the management committee to ensure that the hall is administered in accordance with those trusts. Accordingly, we are bound to preserve and hereby reserve the right to terminate this Agreement by not less than seven days' notice in writing to you in the event of the hall being required on the same date/time for the fulfilment of its charitable purposes. In the event of such termination by us, we will refund to you all monies paid by you to us. We will not, however be liable to make any further payment to you in respect of expenses, costs or losses incurred directly or indirectly by you in relation to any such termination.
8. The person signing this agreement also hereby assumes responsibility in the event of fire. You should refer to item 10 of the associated Standard Conditions of Hire and the diagram of the Hall layout which forms part of the Conditions.
9. We and you hereby agree that the Standard Conditions of Hire (associated), together with any additional conditions imposed under the Premises Licence or that we deem necessary form part of the terms of this Agreement unless we and you agree in writing.
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.