

The Priors Hall, Shuckburgh Road, Priors Marston, CV47 7RS

info.thepriorshall@gmail.com. Reg. Charity No 522983

Caretaker: Mrs Caroline Whitehead, 5 Shuckburgh Road, CV47 7RS

Tel: 01327 261427



Hire agreement between the TRUSTEES of the Priors Hall and the HIRER named below.

Hirer (who must be over 25 years of age.)	Name	
Hirer's Address		
Phone Number	Email	
Organisation		
Purpose of Hire		
Date(s) of Hire including entry and leaving times		

Please indicate which facilities will be required Please note that * indicates that additional charges may apply.

Main Hall		Kitchen		Bar		Washing Up Room	
Committee Room		Lighting/Stage *		Audio *		Crockery/Cutlery/Linen *	
Chairs/Tables		Sports Equipment		Projector*			

✓ **Please indicate which of the following applies to your event.**

See

<input type="checkbox"/>	If you are intending to sell/provide alcohol even if the cost is inclusive in the ticket.	Condition 3
<input type="checkbox"/>	If you are intending to run gaming, or betting event.	Condition 4
<input type="checkbox"/>	If you are providing serving or preparing food.	Condition 6
<input type="checkbox"/>	If you are bringing electrical appliances and/or other apparatus into the Hall.	Condition 7
<input type="checkbox"/>	For children under the age of 8.	Condition 16

Rates: Residents of Priors Marston and Priors Hardwick £15 per hour; all other users £20 per hour.

Please note that bookings are confirmed only upon receipt of 10% deposit (bank details below)

Deposit due at time of booking (10% of hire) Non-refundable if booking cancelled	£	Received		
Damage/Cleaning Deposit at time of booking (returnable) See condition 9	£	Received		Returned
Balance due 4 weeks Prior to Hire (returnable)	£	Received		Returned

Bank details: Account name, The Priors Hall, Sort Code 30-94-93, a/c no. 01551798, Lloyds Bank

The Hirer agrees with the Trustees to be present during the hiring and to abide by the conditions of hire overleaf.

Signed by Hirer		Date	
Signed on Behalf of The Trustees			

Please return this form to the Bookings Manager:

Mrs Barbara Harvey, Rookery Nook, Priors Hardwick CV47 7SL

Tel: 01327 260709, info.thepriorshall@gmail.com

CONDITIONS OF HIRE FOR THE PRIORS HALL FACILITIES

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative. (If the Hirer is in any doubt as to the meaning of the following the Bookings Manager should immediately be consulted).

1. THE HIRER will during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway.
2. THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and 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 Temporary Event Notices, (TENs), as may be needed whether for the sale or supply of intoxicating liquor, or otherwise, and 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 and lotteries.
5. THE HIRER shall comply with all conditions and regulations made in respect of 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 play.
6. THE HIRER shall, if preparing, serving or selling food observe all relevant food Health and Hygiene legislation and regulations.
7. THE HIRER shall ensure that any electrical appliances, Bouncy Castles, etc. brought by the Hirer to the premises and used there shall be safe and in good working order and used by qualified and insured persons in a safe manner.
8. THE HIRER shall indemnify the Trustees 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 will pay a damage deposit of between £100 and £250 (depending on the event) at the time of booking. The damages deposit will be returned to the HIRER subject to the Priors Hall being returned to the Trustees in good order.
10. IF THE HIRER wishes to cancel the booking before the date of the event, the deposit will not be repaid by the Trustees.
11. THE HIRER shall ensure that evening events will finish by midnight and that loud music will cease at 11.30 pm. The hirer is responsible for the hall being vacated in a quiet and orderly fashion.
12. AT THE END of the hiring, THE HIRER shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Trustees shall be at liberty to make an additional charge.
13. THE HIRER shall ensure that no dogs except guide dogs are brought into the hall.
14. THE TRUSTEES reserve 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 bye-election, in which case the Hirer shall be entitled to a refund of any deposit already paid.
15. IN THE EVENT of the hall or any part thereof being rendered unfit for the use for which it has been hired, the Trustees shall not be liable to the HIRER for any resulting loss or damage whatsoever.
16. THE HIRER shall ensure that any activities for the children under eight years of age comply with the provisions of the Children Act 1989 and that only fit and proper persons have access to the children.
17. The Priors Hall uses personal data for the purposes of managing the hall, its booking and finances, running and marketing events at the hall, trustee documentation and its fundraising activities. Data may be held for up to 7 years for accounts purposes, but data retention is regularly reviewed and when no longer required personal data will be deleted permanently from the village hall information systems. If you would like to know more about how we use your personal data or want to see a copy of information about you that we hold, please contact the village hall Data Protection Officer via Email: info.thepriorsshall@gmail.com or Post: The Data Protection Officer, The Priors Hall, Shuckburgh Rd, Priors Marston CV47 7RS. In signing this form, you consent to your data being held in this way.