

**AGREED** as follows:

**1.** In consideration of the hire fee described in paragraph 6, APHMC agrees to permit the Hirer to use the premises described in paragraph 1.4 for the purpose described in paragraph 1.5 for the period(s) described in paragraph 1.1. The details inserted in paragraphs 1.1 to 1.5 below are terms of this agreement. This Hiring Agreement includes the Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

**1.1** Dates(s) required:

Start time of hire (including setting up time)

End time of hire (including clearing up time)

**1.2** Aldermaston Parish Hall, acting by its management committee known as the Aldermaston Parish Hall Management Committee (APHMC)

(a) Registered charity no:

(b) Authorised representative:

(c) Address for booking form and key collection

(d) Telephone number:

**1.3** Hirer: The person or organisation named ("Hirer")

(a) Name:

(b) Organisation (if appropriate):

(c) Name of organisation's authorised representative (if different from above)

(d) Address:

e) Contact info: Home  Mobile  Email

**1.4** Please indicate which room/facility you are booking (X)

Main Hall  Billiard Room  Kitchen  Balcony  Whole Hall

Any special requirements: e.g. round tables

Storage of equipment: e.g. items left in Hall overnight (By prior arrangement with APHMC only)

**1.5 Purpose/description of hiring, including age group of people attending**

Type of event? Public / Private

For commercial use? Yes / No

Is food (other than biscuits/cakes) to be provided? Yes / No

**2. The Parish Hall has a Premises Licence (Number 014108) authorising the following regulated entertainment and licenceable activities at the times indicated.**

Please confirm which licenceable activities will take place at your event. The hall is licenced for

Activity	The hall is licenced for	Times for which the activity is licenced	Please indicate (X) which activities are to take place at your event.
a. the performance of plays(indoors)	Yes	Monday to Sunday 09.00 – 23.00	
b. The exhibition of films (indoors)	Yes	Monday to Sunday 09.00 – 23.00	
c. Indoor sporting events	Yes	Monday to Sunday 09.00 – 23.00	
d. The performance of live music (indoors)	Yes	Monday to Sunday 09.00 – 23.00	
e. The performance of recorded music (indoors)	Yes	Monday to Sunday 09.00 – 23.00	
f. The performance of dance (indoors)	Yes	Monday to Sunday 09.00 – 23.00	
h. Other similar entertainment (indoors)	Yes	Monday to Sunday 09.00 – 23.00	
i. Provision of music facilities (indoors)	Yes	Monday to Sunday 09.00 – 23.00	
j. The playing of recorded music (indoors)	Yes	Monday to Sunday 09.00 – 23.00	
k. Provision of dancing facilities (indoors)	Yes	Monday to Sunday 09.00 – 23.00	
l. Provision – Facilities (Other) (indoors)	Yes	Monday to Sunday 09.00 – 23.00	
m. Sale of alcohol	No		

**2.1 Will alcohol be consumed at your event?** Yes / No

**2.2 Have you indicated at 2(m) that alcohol will be available for re-sale at your event?** Yes / No

If you have answered YES to the above question, after authorisation from APHMC, you will need to apply for a TEMPORARY EVENT NOTICE (TEN) from West Berkshire Council no less than 21 days prior to your event. The TENs notice MUST be displayed during your event. Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENs which can be granted annually for the premises. Lack of co-operation could affect future fundraising by the APHMC and local voluntary organisations.

Please confirm date TEN of application  APHMC will require a copy once received

2.3 The hirer agrees not to exceed the maximum permitted number of people **100** (including organisers/performers) that the Hall is licenced for.

Maximum number of people that each area of the Hall can accommodate

Room	Standing	Seated in rows	Seated at tables
Main Hall	100	100	Maximum 88
Billiard Room	50	35	35
Balcony	15	8	12

**All bookings for events with more than 50 people will have to meet with an APHMC representative at the hall prior to the event to talk through facilities and seating options.**

2.4 Where a licenceable event is to be held for which the premises, or that part of the premises, are not licenced the hirer shall be responsible for obtaining such authorisation as maybe needed and APHMC will need to authorise such permission in advance.

2.5 The hall has a licence with the Performing Rights Society (PRS) for the public performance of musical compositions on behalf of songwriters, composers and music publishers. The hall also has a Phonographic Performance License (PPL) for the public performance of recorded music on behalf of record companies and performers.

3. The Hirer agrees with the APHMC to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.

4. It is hereby agreed that the Standard Conditions of Hire together with any Special Conditions imposed under the Premises Licence (see paragraph 2) or that APHMC deem necessary shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between APHMC and the Hirer.

5. 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.

6. Hire fee: £

As agreed with booking clerk. APHMC requires full payment of the hire fee and deposit with the signed booking form. All cheques will be banked before the hire date.

Deposit:

The Hirer shall pay a deposit of £200 at the time of signing. This deposit is non-returnable on cancellation by the Hirer. Please be aware of our cancellation policy detailed in Standard Conditions of Hire (22)

Special deposit/ £

The APHMC reserves the right to require a special deposit (due on the signing hereof)

Extra hire items

Please be aware of our deposit and hire payment policy detailed in Standard Conditions of Hire (29)

**Total Payment:**

Payment by cheque payable to Aldermaston Parish Hall. Payment can be made by direct bank transfer to Sort Code 20-05-00 Account Number 70108197. *Please supply your bank details if you require your deposit refund by bank transfer.*

A refund of the deposit will be sent by cheque (**or bank transfer if bank details supplied**) within 14 days after the Hire end date provided that no damage or loss has been caused to the premises and/or contents or complaints made to the APHMC about noise or other disturbance during the period of the hiring as a result of the hiring. Any deductions will be notified prior to refund or if costs equate to more than deposit hirers will be invoiced for the extra cost of any damage or loss caused to the premises and/or contents during the period of the hiring.

Signed by the person named at 1.3(a) above or at 1.3 (c) above, duly authorised on behalf of the organisation named at 1.3(b) above, where applicable:

I confirm that I have read and accept the Conditions of Hire that form part of this agreement.

Signed: -  Date:-

Please print the pages 1-3, sign and return together with your deposit and hire payment, or proof of bank transfer. ***The Conditions of Hire document forms part of the Agreement.***