



Please note that until this form has been fully completed, signed and returned to the authorised representative of the Community Centre Trustees AND the deposit paid the booking shall be considered provisional. Dates for provisional bookings will only be held for 10 days from the above date after which time the date may be offered to another hirer.

Hirer to complete all sections of this agreement highlighted in bold and return to the Community Centre authorised representative shown in section 1.2(b)

**PARTIES:**

- (1) Kingsbury Community Centre management committee (“Community Centre”)
- (2) The person or organisation named in clause 1.3 (“Hirer”)

**AGREED** as follows:

1. In consideration of the hire fee described in clause 1.4, the Community Centre agrees to permit the Hirer to use the premises described in clause 1.1 for the purpose described in clause 2 for the period(s) described in clause 1.1. The details inserted in sub-clauses 1.1 to 1.4 below and the answers to the questions in clause 2 are terms of this agreement. This Hire Agreement includes the annexed Standard Conditions of Hire. This hire agreement may be extended by mutual agreement and notification by the hirer in writing of additional dates and confirmed by the Community Centre Booking Secretary when the hall is available.

**1.1 Event:**

**Brief description of purpose of hire**.....

- Will this be a public or private event? PUBLIC / PRIVATE
- Will the hall be used for commercial purposes? YES / NO
- Is food (other than biscuits/cakes) to be provided at the event? YES / NO

<b>Day(s)</b>		<b>Month</b>		<b>Year</b>		
<b>Time (including preparation &amp; clear-up)</b>	<b>From</b>		<b>To</b>		<b>Total hours</b>	

**KINGSBURY COMMUNITY CENTRE Registered Charity No: 1065945  
Hire Agreement**



Anticipated number of persons attending.	Age	Number
	Aged under 13	
	13 – 17 years	
	18 – 25 years	
	Over 25	
	<b>Total</b>	

**1.2 Kingsbury Community Centre**

- (a) Address Kingsbury Episcopi Recreation Ground, Thorney Road, Kingsbury Episcopi, Somerset, TA12 6BG
- (b) Authorised Representative: .....
- Address: .....
- Telephone Number: .....

**1.3 Hirer: (please print)**

<b>(a) Person/Organisation:</b>	
<b>(b) Name of Organisation's Authorised Representative:</b>	
<b>(c) Contact address:</b>	
<b>Contact Telephone Numbers:</b>	

**1.4 Hire Charges**



### Kingsbury Episcopi Village Hall Hire Rates April 2017

Function	Hire Rates Per Hour Unless Stated		Notes
	Parishioner	Non-Parishioner	
Weddings*	£300.00	£450.00	Per event 1pm Friday to 12pm Sunday £200 deposit
Parties	£10.00	£15.00	Min hire 4 hours including set up and clear down time
Childrens Parties	£7.50	£10.00	
Classes e.g Pilates, Yoga, Bowls etc	£7.50	£10.00	Min hire 1 hour
Business Organisations with tea, coffee	£25.00	£30.00	Min hire 1 hour
Meeting Room	£5.50	£7.50	Min hire 1 hour
Stage	£25.00	£30.00	Per event
Stage Lighting	£15.00	£20.00	Per event
Kitchen	£10.00	£15.00	Tea making facilities, sandwiches etc per event
Kitchen Major Use	£50.00	£75.00	Full use of all cooking facilities Per Day
Bar Area	Free	Free	Kingsbury Episcopi Amenities reserves the right to run the bar at all functions
Hall Cleaning	£60.00	£60.00	
Sports Facilities	POA	POA	Please contact Dave French 01460 242465
Charity Rates Available	POA	POA	
Hall Capacities:			
Seated at Round Tables eg Wedding/Party	100	TBC	
Theatre style	144	TBC	
Standing eg Parties, Bands, etc	220	TBC	
*A Corkage charge may be applied			

Deposit:

£
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**Hire Agreement**

Hall Hire Fee: 

Hrs	@	£/hr	=	£
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The Hirer shall pay as deposit at least

one third of the Hall Hire Fee on the signing of this agreement. Please make cheques payable to "Kingsbury Episcopi Amenities Improvement Fund". The balance of the Hire Fee, Equipment Hire Fee and any Special Deposit are payable one month before the commencement of the event(s) for which the premises are hired. For regular bookings payment is due a minimum of 1 month in advance of each booking date.

Balance of Hall Hire Fee:	£
Equipment Hire Fee:	£
Special Deposit:	£50.00
Balance:	£

The Special Deposit will be refunded within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents nor complaints made to the Community Centre about noise or other disturbance during the period of the hiring as a result of the hiring.

**2. Licensing arrangements**

The Community Centre has a Premises Licence authorising the following regulated entertainment and licensable activities between the hours of 0800 and 1am. Note that this licence does not permit the sale of alcohol without the issuing of a Temporary Event Notice (TEN). Please confirm which licensable activities will take place at your event:

Activity	Indicate activities to take place
The performance of plays	
The exhibition of films	
Indoor sporting events	
The performance of live music	
The playing of recorded music	
The performance of dance	
Making music	
Dancing	
Other entertainment (eg Wedding reception, party, produce market)	

**2.1** Kingsbury Community Centre has a licence with the Performing Rights Society for the performance of copyright music.

**2.2** Do you intend to have alcohol available at your event? **YES / NO**



**2.3 Are you intending to charge an entrance fee to the event AND/OR sell alcohol at the event? YES / NO**

If you answer YES to question 2.2 AND 2.3 and you intend to sell the alcohol at the event yourself rather than using the Kingsbury Community Centre's own bar staff (by agreement of the Community Centre management committee only), in order to hold a licensable activity not covered by the Community Centre's Premises Licence or Alcohol Licence, a Temporary Event Notice (TEN) will need to be given to the licensing authority. The Hirer shall be responsible for obtaining such authorisation as may be needed.

The Hirer shall obtain the prior written permission from the Community Centre for a TEN to be applied for the event. Failure to do so may result in cancellation of the hiring without compensation because there is a limit on the number of TENs which can be granted annually for these premises. The Hirer shall obtain the written consent of the Community Centre on the form provided for this purpose before giving the licensing authority a TEN.

3. The Hirer agrees with the Community Centre to be present (or 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 shall form part of the terms of this Hire Agreement unless specifically excluded by agreement in writing between the Community Centre and the Hirer.
5. Inflatables (ie bouncy castles) are not permitted in the Community Centre. They can be used on the patio or grass area at the Hirer's own risk.
6. 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.

.....  
Signed by the person named at 1.2(c) above, duly authorised, on behalf of the Community Centre:

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

Date of agreement: .....