

**KINGSBURY EPISCOPI COMMUNITY CENTRE**

Registered Charity No: 1065945

**Hire Agreement**



**BOOKING FORM FOR PARTIES & WEDDINGS**

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 Standard Terms Conditions of Hire.

**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</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>

If applicable, you require the bar to be open from  until

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Anticipated number of persons attending.	Age	Number
	Aged under 13	<input type="text"/>
	13 – 17 years	<input type="text"/>
	18 – 25 years	<input type="text"/>
	Over 25	<input type="text"/>
	Total	<input type="text"/>

### 1.2 Kingsbury Community Centre

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

Address: The Bungalow, Stembridge, Martock, TA12 6BW

Telephone Number: 01460 419702 / 07751702180

### 1.3 Hirer: (please print)

Person:

Contact address:

Contact Telephone Numbers:

Contact Email Address:

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

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### 1.4 Hire Charges

<b>Kingsbury Episcopi Village Hall Hire Rates September 2017</b>			
	Hire Rates Per Hour Unless Stated		
Function	Parishioner	Non-Parishioner	Notes
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
Children's Parties	£7.50	£10.00	Inc. minimal use of kitchen
Classes e.g Pilates, Yoga, Bowls etc	£7.50	£10.00	Min hire 1 hour
Business Organisations inc. tea/coffee making facilities (self service). Hospitality menu also available (provided by Kingsbury Community Café)	£25.00	£30.00	Min hire 1 hour
Meeting Room	£5.50	£7.50	Min hire 1 hour
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: football & changing rooms	POA	POA	Please contact Dave French 01460 242465
Multi Use Games Area (MUGA) Private hire	£5.00	£10.00	
Discounted Charity/Fundraising Rates Available	POA	POA	Call Sarah to discuss 07751702180
Hall Capacities:	With stage (stage 5m x 4m)	Without stage	
Seated at Round Tables eg Wedding/Party	100	116	
Parties with some tables	150	200	
Music Events (standing only)	224	260	
Theatre style	133	155	
Attendance capacity with marquee to be agreed on application			
*A Corkage charge may be applied			

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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" or payment can be made through Bank transfer.

Our details are: **Lloyds Yeovil 30-99-98 Account: K.E.A.I.C Account Number: 00179296**

The balance of the Hire Fee, Equipment Hire Fee and any Refundable Deposit are payable one week before the commencement of the event for which the premises are hired.

Total Hall Hire Fee:

£

Equipment Hire Fee (optional):

£

Cleaning Fee (optional):

£

\*Refundable Deposit:

£50.00

LESS DEPOSIT PAID

-£

**Balance due 1 week prior to hire:**

£

Please indicate payment method: **BACS // Cheque // Cash**

\*The Refundable Deposit will be reimbursed to the hirer 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, the premises was left in a clean and tidy condition, all rubbish was removed by the hirer and no complaints were 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**

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#### 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. 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.

### STANDARD TERMS and CONDITIONS of HIRE

The premises are managed by Kingsbury Episcopi Amenities Improvement Committee (KEAIC), a registered charity, number 1065945.

The premises are non-profit making, providing a service to the community, and rely on the co-operation of all users. The hiring charge covers the running expenses and the general maintenance and improvements of the building.

The management committee want you to enjoy the facilities and to continue making good use of the premises.

(I) **Hire of the premises** is available by those aged 18 or over.

(II) **Hirers are expected to familiarise themselves with the facilities, exit routes and fire extinguisher locations diagrams, fire notice and "locking up" check list; displayed.**

(III) **Hiring of the hall/meeting room**

Can be booked with Sarah Cox (the Booking Officer) The Bungalow, Stembridge, Martock, Somerset, TA12 6BW Tel. 01460 419702 Mobile 07751 702180 Email [coxysr@yahoo.co.uk](mailto:coxysr@yahoo.co.uk)

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### (IV) The Hirer will be responsible for :-

- Maintaining good order and conduct on the premises.
- Ensuring that the number of persons on the premises does not exceed the number stipulated on the booking form, in accordance with the fire regulations.
- Ending all functions by 12.00am or as stipulated on the booking form in accordance with the premises licence held by KEAIC.
- Ensuring that access to and from FIRE EXITS is kept clear of any obstruction at all times.
- Ensuring that checks are made during the course of the hire period to ensure that general housekeeping standards are being maintained to reduce the likelihood of slip, trip or other incidents occurring
- Obtaining the consent of the Booking Officer before decorating the hall.
- Leaving the premises in the same state as they were found on entry. Unless the cleaning service has been booked and paid for prior to the event.
- Sweeping and mopping the floors
- All rubbish to be taken away by the hirer.
- Flushing the toilets and leaving clean and tidy.
- Kitchen to be left in a state of cleanliness, fit to be used by the next hirer. Please see kitchen instructions displayed in the kitchen by the light switch.
- Kitchen crockery, if used, to be cleaned and returned;
- Kitchen is not to be used for any other purpose but to be used safely and not in such a way that it may generate a fire hazard
- Replace tables and chairs as found.
- Checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A.T. tested.
- Nothing is to be stuck or pinned to the walls.
- Smoking is not allowed anywhere on the premises.
- Switching off all internal lights
- Locking all doors before leaving.
- Returning the keys and reporting any damage to the Booking Officer

### (V) Fire safety – the “Regulatory Reform (Fire Safety) Order 2005”

Under this act Hirers are responsible for appointing their own “Responsible Person” to ensure that their activities are conducted in a safe way from fire and to liaise with the Booking Officer in (3) above, if necessary. **We recommend that the location of fire exits, fire extinguishers and toilets be advised to all groups at the commencement of a session.** These are displayed on a floor plan in the entrance hall. A **First Aid box** and **accident book** is kept in the Kitchen.

### (VI) Accidents - ensure all accidents are recorded in the Accident Book which is located in the Comms Room (next to the kitchen), and must be used to record all cuts, bumps, falls etc. as well as more serious accidents and near misses.

The important details to be recorded are:

- the name of the casualty
- the date, time and place that the incident/accident occurred
- the cause of the accident i.e. what happened
- a brief description of the injury (if any) sustained
- the first aid (or other) treatment administered and by whom

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- whether or not medical aid had to be sought
- the name of the person who dealt with the incident.

**(VII) Insurance**

The Community Centre insurance covers only loss caused by fire, theft or storm damage. Regular hirers are required to take out their own insurance cover for their activity and responsibilities. For occasional private hire the individuals own household policy **may** provide cover.

**(VIII) Licensing**

The Community Centre has the benefit of a **music, entertainment and alcohol licence**. KEAIC reserve the right to provide all alcohol sales for consumption on or off the premises.

**(IX) It must be clearly understood**

That the Hirer of these premises is personally responsible for adhering rigidly to conditions (IV) to (VIII) respectively.

**(X) The Hirer**

Will be responsible for reimbursing KEAIC for any damage to the buildings and its contents during the period of hire, no matter how or by whom committed, and additionally to include damage immediately prior to and after the period of hire, by those attending the event.

**(XI) Hire Fees**

Are payable to KEAIC

**For occasional Hirers** a deposit of £50, which will be returned after inspection less any costs for minor damage incurred, and the hire fee are both payable separately in advance.

**The hirer will pay for any major damage incurred accidentally or otherwise.**

**(XII) Cancellation charge**

No cancellation charge will be payable if the booking is cancelled 48 hours or more prior to the event, within 48 hours of the event the full hire charge will be payable at the trustees' discretion

We thank you for your co-operation and hope you enjoy the use of the facilities

***As the Hirer I have read and understood all the Terms and Conditions of Hire Contract and agree to comply with them.***

.....  
**Signed by the Hirer**

Date of agreement: .....