



Orpen Memorial Hall

Lexden Road, West Bergholt, Essex, CO6 3BW

Charity Number 208912

Orpen Memorial Hall Hiring Agreement (2024)

DATED:

PARTIES:

- 1) The Village Hall named in clause 2.2 acting by its management committee:
- 2) The person or organisation named in clause 2.3:

AGREED as follows:

1. Throughout this Agreement:

- the Village Hall named in clause 2.2 is referred to as “we”; “our” is to be construed accordingly and “we” and “us” mean and include the Village Hall’s charity trustees, employees, volunteers, agents and invitees
- the person or organisation named in clause 2.3 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 Hall Administrator or, if the Hall Administrator is not available, any of our charity trustees.

2. In consideration of the hire fee described in clause 2.4, we agree to permit you to use the premises described in clause 2.5 for the purpose described in clause 2.6 for the period(s) described in clause 2.1. The details inserted in sub-clauses 2.1 to 2.6 below and the answers to the questions in sub-clauses 2.7 to 2.11 are terms of this Agreement. This Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

2.1 Date(s) required:

Day(s):

Month(s):

Time required (Hours):

From:

To:

(N.B. Setting up & clearing up will need to be included in your hire times)

2.2 Village Hall

- a) Registered Charity No: **208912**
- b) Authorised Representative: **Victoria Beckwith-Cole (Hall Administrator)**

Address: **Orpen Memorial Hall, Lexden Road, West Bergholt, CO6 3BW**

Telephone: **07434 949631**

Email: westbergholthall@gmail.com

2.3 Hirer:

- a) Name:
- b) Organisation:
- c) Name of Organisation's Authorised Representative:

Address:

Telephone:

Email:

2.4 Hire Fee

Hire Fee: £

Deposit: £

You must pay as a deposit one half of the cost of the booking at the time you sign this Agreement. You must pay the balance of the booking fee two weeks before the conclusion of the event for which you hire the premises.

Hire Balance: £

Special deposit: £

We will refund the special deposit 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 us about noise or other disturbance during the period of the hiring as a result of the hiring.

Total Balance: £

Payable on or before the conclusion of the event for which the premises are hired.

Is this a commercial hire? Yes / No

2.5 Premises

Please specify which part of hall:

Orpen Hall (including servery)		Kitchen	
John Lampon Hall		Social Club Meeting Rm	

Storage of equipment (where):

2.6 Purpose/description of hiring:

- 2.7 Will tickets be sold for your event? Yes / No
- 2.8 Is food to be provided at the event? Yes / No
- 2.9 Is alcohol to be provided at the event? Yes / No
- 2.10 Will there be exhibition of a film? Yes / No
- 2.11 Will live music be performed or recorded music played? Yes / No

3. You agree not to exceed the maximum permitted number of people per room including the organisers/performers:

- Orpen Hall: 150 standing, 120 seated theatre-style
- John Lampon Hall: 60
- Social Club Meeting Room: 60

Provision of a large item in the Orpen Hall, such as a bouncy castle, will reduce the number of people who are permitted in the space to 40-50 attendees, dependant on size.

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

4.1 We have 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 Information Sheet for the premises, in accordance with which the hiring must be undertaken, and agree to apply with all obligations therein.

5. You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.

6. We and you hereby agree that the Standard Conditions of Hire 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.

7. 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 2.2(b) above, duly authorised, on behalf of the Orpen Memorial Hall:

Signed by the person named at 2.3(a) above or at 2.3(c) above, duly authorised, on behalf of the organisation named at 2.3(b) above, where applicable:
