



Hildersham Village Hall Trust

SINGLE EVENT - Hirers Agreement Form

This form is to be completed by the Hirer: (in conjunction with the notes overleaf and the enclosed HVHT Booking Managers Agreement form and the Standard Hire Conditions)

HVHT Booking Reference No:							
Confirm Date the Booking is required:							
Name of Hirer / Organisation: <small>IF HIRER IS AN ORGANISATION: IT IS MANDATORY to please provide below a NAMED INDIVIDUAL</small>							
Named Individual: - THE 'RESPONSIBLE PERSON':							
Confirm Address of Hirer:							
Two Contact Numbers: (if appropriate)							
E-mail address:							
Type of Event: (Child's Party, etc)							
<small>(PLEASE CIRCLE THE HIRING & SESSION PERIOD REQUIRED)</small>							
Confirm Hiring Type	<small>HILDERSHAM RESIDENT</small>	<small>NON RESIDENT</small>	<small>SOCIAL GROUP</small>	<small>CHILD PARTY</small>	<small>ADULT PARTY 18 TO 20</small>	<small>ADULT PARTY OVER 21</small>	<small>EDUCATION</small>
Confirm Session Type:	<small>Morning (9am-1pm)</small>		<small>Afternoon (1pm-5pm)</small>		<small>Evening (6pm-12am)</small>		
	<small>EARLYDAY (9am-5pm)</small>		<small>SPECIAL LATEDAY (1pm – 8pm)</small>		<small>WHOLEDAY (9am-12am)</small>		
Start Time Required :				Finish Time Required :			
WILL THERE BE ANY ALCOHOL?				<u>COMPLETE THE BACK OF THIS FORM</u>			
WILL THERE BE ANY MUSIC?				<u>COMPLETE THE BACK OF THIS FORM</u>			
WILL THERE BE ANY SPORT OR PLAY?				<u>COMPLETE THE BACK OF THIS FORM</u>			
I agree to pay the Hildersham Village Hall Hire Charge							
Deposit of 25% required			Balance Due			Full Fee Sent	£
Security & Damage Deposit: Cheque sent							
Signed by the named "Responsible Person":						Date:	
Please Print name in Capital Letters:							

All cheques should be made payable to: "HILDERSHAM VILLAGE HALL TRUST" or "HVHT"

Please complete and return the SIGNED HIRING AGREEMENT FORM , plus your HIRING DEPOSIT or if more convenient your full payment & your SECURITY & CLEANING DEPOSIT CHEQUES to:

MR ROBIN MEIKLE, HVHT, 4 PEARTREE COTTAGES, HIGH STREET, HILDERSHAM, CAMBRIDGE CB21 6BY

"It is the intention of Hildersham Village Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations".



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1. THE LICENSING ACT 2003: www.opsi.gov.uk/acts/acts2003/ukpga_20030017_en_1

The **TRUST** and the **HIRER** have a duty to fully comply with the terms of the **LICENSING ACT 2003**

Currently the **HIRER** shall be responsible for obtaining a **TEMPORARY EVENT NOTICE (TEN)** from **SCDC** and **CAMBRIDGESHIRE POLICE**. A **TEN** is required when any form of **SALE OF ALCOHOL** is going to be present at your event or there is going to be any form of **REGULATED ENTERTAINMENT** or **LATE NIGHT REFRESHMENTS** (For **TEN's** the Hall's **OS Ref 545485**)

The **SALE OF ALCOHOL** includes events where alcohol is included in the ticket price or no specific price is quoted per drink but "donations" are requested or accepted in respect of the alcohol. If the alcohol is given completely free of charge, a licence is not required for its sale.

WHAT IS REGULATED ENTERTAINMENT UNDER THE LICENSING ACT 2003?

The provision of regulated entertainment covers the provision of entertainment or of entertainment facilities. The descriptions of entertainment in the Licensing Act are:

- | | |
|---------------------------------------|--|
| 1: the performance of a play | 5: an exhibition of a film (this includes the display of lyrics for "Karaoke") |
| 2: an indoor sporting event | 6: boxing or wrestling entertainment |
| 3: a performance of live music | 7: any playing of recorded music (including disco) |
| 4: a performance of dance | 8: entertainment of a similar description to live music, recorded music or dance (This might include a magician, or a comedian) |

Or furthermore, to be "**REGULATED ENTERTAINMENT**" the entertainment must take place in the presence of an audience and be provided for the purpose of, or for purposes which include, entertaining that audience.

See 2003 Licensing Act for definition of Late Night Refreshments

2. To discuss your individual Hire requirements and to provide assistance with your **TEN** applications, please contact the **Village Hall Bookings Manager**. As part of the terms of the **TEN**, you will be required to provide a photocopy of this **TEN** **BEFORE** the Hire commences and to **DISPLAY** the original copy in the Village Hall during the period of your event

PUBLIC SAFETY COMPLIANCE:

The current **MAXIMUM CAPACITY** of Hildersham Village Hall is **80 PEOPLE**

Under the terms of the **LICENSING ACT 2003**, the **HIRER** shall comply with all conditions and regulations made in respect of the premises by the **Fire Authority**, **Local Authority**, the local **Licensing Authority (SCDC)** or otherwise, particularly in connection with any event which constitutes **REGULATED ENTERTAINMENT**, at which **ALCOHOL** is present, sold or provided or which is to be attended by **CHILDREN**.

PLEASE COMPLETE THE FOLLOWING, IF YOU YOUR HIRING MEETS ANY OF THE ABOVE REQUIREMENTS:

LICENSABLE ACTIVITIES: <i>(see hiring conditions for a definition)</i>	PLEASE MARK AN X WHERE APPROPRIATE	SALE BY RETAIL OF ALCOHOL		WILL THE ALCOHOL BE FREE		
The supply of alcohol will be:	ON PREMISES/ OFF THE PREMISES OR BOTH	ON PREMISES		OFF THE PREMISES		BOTH
Will there be any Regulated Entertainment?	Please describe:					
The Provision of Late Night Refreshment?	Please describe:					
Will you be charging for admission?	YES OR NO			HOW MUCH?		
Do you hold a valid Alcohol Personal Licence?	YES OR NO					

Failure to comply with any of the regulations set out in the **LICENSING ACT 2003** could result in the **HIRER** receiving a heavy fine ranging from £200 up to currently **£5000** for anyone in the Hall serving alcohol to a person under the Age of 18.

Full details of the requirements of the act are given in the Temporary Event Notice or can be discussed with the Bookings Manager & on our website www.hildersham.org.uk/hall.htm