

Littlebury Village Hall  
Walden Road  
Littlebury  
Saffron Walden  
CB11 4TA

Thank you for contacting us with regard to booking Littlebury Village Hall. We are delighted that you wish to hire the hall for your function, which we hope will be a great success.

To finalise your booking, please complete and sign the attached hire agreement and send together with the full hire charge to ;

Carolyn Williams  
11 Church Walk  
Littlebury  
CB11 4TS

If you would prefer to pay online our bank details are as follows :

CAF Bank Ltd  
Account Number : 00026949  
Sort Code: 40-52-40

Please use your surname and date of hire as the reference for the payment and let us know when you have paid.

We will then contact you to confirm receipt of your booking form and booking fee. Should you not hear from us within 7 days, please call us to check.

To arrange to collect the keys to the hall please email [littleburyvillagehall@hotmail.com](mailto:littleburyvillagehall@hotmail.com) or call 07773 137666 approximately 2 to 3 days before your event takes place. The damage deposit of £150 is payable on collection of keys, and will be returned within 28 days of the termination of the period of hire provided no damage or loss has been caused to the premises, no complaints have been made, and all rubbish has been removed at the end of your event. Please ensure you provide us with a separate cheque for the deposit.

Please find attached a full copy of the Standard Conditions of Hire for the Village Hall. This is also available online at [www.littleburyparishcouncil.org.uk](http://www.littleburyparishcouncil.org.uk). We strongly recommend that you read these in full before hiring the hall. In addition it is particularly important that you read and understand the attached fire safety document, which details the action to be taken in the event of a fire.

If you have any further queries, please contact one of the management committee who will be very happy to help.

We wish you an enjoyable event.

# Hiring Agreement

DATED

PARTIES 

(1) Name of the Hirer: .....	("the Hirer")
(2) Littlebury Village Hall Management Committee	

**AGREED** as follows:

1. In consideration of the hire fee described in clause 1.4, Littlebury Village Hall agrees to permit the Hirer to use the premises described in clause 1.5 for the purpose described in clause 1.6 for the period(s) described in clause 1.1. The details inserted in sub-clauses 1.1 to 1.6 below and the answers to the questions in sub-clauses 1.7 and clause 2 are terms of this agreement. This Hiring Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

1.1 Dates(s) required:

Day(s)	<input type="text"/>	Month	<input type="text"/>
Time required (Hours)	<input type="text"/>	From	<input type="text"/>
		Preparation	<input type="text"/>

1.2 Littlebury Village Hall

(a) Registered Charity No	<input type="text" value="1015886"/>
(b) Authorised Representatives	<input type="text" value="G Martyn Porter"/> <input type="text" value="Carolyn Williams"/>
Address	<input type="text" value="Northgate&lt;br/&gt;Strethall Road&lt;br/&gt;Littlebury&lt;br/&gt;CB11 4TQ"/> <input type="text" value="11 Church Walk&lt;br/&gt;Littlebury&lt;br/&gt;CB11 4TS"/>
Telephone Number	<input type="text" value="07773 137666"/>

1.3 Hirer:

(a) Name	<input type="text"/>
(b) Name of your Organisation (if applicable)	<input type="text"/>
(c) Name of your Organisation's authorised representative	<input type="text"/>
Address	<input type="text"/>
Contact Telephone Numbers	<input type="text"/>

Contact Email address

1.4 Hire Fee

Deposit

The Hirer shall pay the cost of the hire in full at the time of booking, unless alternative arrangements have been agreed with a member of the management committee.

Extra Fee for Glass Hire

This 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 Village Hall about noise or other disturbance during the period of the hiring as a result of the hiring and all rubbish has been removed at the end of the hire period.

Commercial Use? Yes/No

1.5 Premises

Whole of hall

Storage of equipment

1.6 Purpose/description of hiring

This will be a public/private event?

1.7 Is food to be provided at the event?

2. The Village Hall **does not hold a Premises Licence** authorising the following regulated entertainment and licensable activities. The following are all licensable activities, please confirm which, if any, will take place at your event:

Activity	Indicate activities to take place at your event (must be completed by the Hirer)
a. The performance of plays	
b. The exhibition of films	
c. The performance of live music	
d. The playing of recorded music	
e. The performance of dance	
f. Entertainments similar to those in a – g	
g. Making music	
h. Dancing	
i. Entertainment similar to those in i – j	
j. The sale of alcohol	

2.1 Will alcohol will be available at your event?

If you answer yes to the above question, the management committee will contact you to discuss your requirements. If approved, written permission to provide alcohol will be granted by the management committee. If the sale of alcohol is to take place, a Temporary Event Notice will need to be given for the event, see 2.1 above. **Under no circumstances should alcohol be supplied to persons under the age of 18.**

2.2 In order to hold a licensable activity (ie sale of alcohol) on the premises or on part of the premises, a Temporary Event Notice (TEN) will need to be given to the licensing authority, Uttlesford District Council. The application needs to be made at least 10 working days prior to your event and there is a fee of £21 payable to the District Council. For more information see [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk) or call licensing on 01799 510578.

**The Hirer shall obtain the written consent of the management committee before giving the licensing authority a TEN. 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 any premises.** Lack of co-operation could affect future fundraising by the hall management committee and local voluntary organisations.

3. The hirer agrees not to exceed the maximum permitted number of 100 people in the hall including any organisers/performers.
4. The Hirer's authorised representative agrees to take full responsibility for keys to the village hall provided and agrees not to pass keys on to other individuals, including members of the Hirer without the prior permission of a member of the management committee. A charge will be made for keys that are lost, that shall include, but will not be limited to, a replacement set of keys.
5. It is hereby agreed that the Standard Conditions of Hire and any additional conditions imposed by the village hall committee as set out in the attached covering letter, shall form the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the village hall committee and the Hirer's authorised representative. Standard Conditions of Hire are available to view on the Littlebury Parish Council website [www.littleburyparishcouncil.org.uk](http://www.littleburyparishcouncil.org.uk) or a paper copy can be provided by the Secretary upon request.
6. The Hirer's authorised representative agrees with the village hall committee that the Hirer will comply fully with this Hire Agreement.
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.
8. Under the Data Protection Act, there is a legal duty to protect any information collected from the Hirer. The Hirer's details will not be passed to any third party by the management committee unless permission has been given by the Hirer to do so.

Signed by the person named at 1.2(b) above, duly authorised, on behalf of the Village Hall's Management Committee

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

Please note that signatures do not need to be witnessed