

RINGSHALL VILLAGE HALL MANAGEMENT COMMITTEE
Staffed entirely by unpaid volunteers

This agreement is made on the date (1) and between the **COMMITTEE** (2) and the **HIRER** (3) named below whereby in consideration of the sum(s) mentioned (4):

A. THE COMMITTEE agrees to permit the **HIRER** to use the premises (5) for the purpose (6) and for the period(s) all as described below:

1. Date:

2. A) RINGSHALL VILLAGE HALL MANAGEMENT COMMITTEE

B) Authorised Representative:

3. Hirer:

A)

B) Name of organisation's authorised representative or individual hirer:-

Address:

Telephone:

4. Hiring Fee:	£
Special Deposit (£200.00)	£
Bar deposit (if appropriate) £250 – see clause 5 below	£
Sub-total	£
Deposit received (min. £30.00) (Non Refundable)	£
BALANCE DUE:	£

The balance is payable not less than twenty-eight days before the event for which the Hall is hired. (Deposit having been paid on the signing hereof).

Special Deposit:£200.00 is payable not less than twenty-eight days in advance either in cash or by cheque. 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 justifiable complaints made to the Village Hall about noise or other disturbance during the period of the hiring as a result of the hiring.

Bar deposit: Agreed average bar spend per head £_____

5. Premises: Ringshall Village Hall

6. Purpose of Hiring:

7. Period of Hiring: Date(s):

8. Total number of attendees:

9. Bar required from: to:

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B. THE HIRER agrees with the committee to be present during the hiring and to perform provisions and stipulations contained or referred to in the Committee's 'Standard Conditions of Hiring' and 'Supplementary Covid conditions of hiring (Appendix E)' for the time being in force as annexed and appended hereto (an understanding of which the Hirer Acknowledge) together with the special conditions set out in the Schedule. (if any).

C. THE HIRER further agrees to act on behalf of the Licensee in ensuring that the terms of the Entertainment Licence are observed. Music and noise must be kept at a reasonable level ** and must be switched off by 23.00 Hours. The hall must be evacuated by 24.00 Hours. (unless otherwise stated). The Hall is Strictly **NO SMOKING**. Should smoking be seen or smoke smelt, then all or part of your Special Deposit may not be returned.

D. THE HIRER may return on the following day to clean the Hall (provided that it has not been booked for another function). This must be completed by 11:00 a.m.

E. PRIZE DRAWS - Users of the Hall should note that, to comply with the licensing laws, tickets for any raffle having alcohol as a prize must not be sold to or by any person under the age of 18 years.

** Ringshall Village Hall is situated in a quiet rural location where the background noise level is very low. For this reason excessive noise from the Village Hall can be very disturbing to those residents living in close proximity. Refer to the Conditions of Hiring (appendix 4) for details of maximum permitted noise levels.

This agreement is to be read in conjunction with Conditions of Hiring (Appendix 4) and Supplementary Covid conditions of hiring (Appendix E) attached. Hirers should note that there are certain regulations and conditions over which we have no control, e.g. Covid regulations, licencing conditions and the like. The conditions current at the time of your event will always apply irrespective of the conditions prevailing at the time your booking was made. Current documents can be found on our website.

I/We (the Hirer) have read and understood the above mentioned and agree that the above is all correct and to follow the rules.



Tick here to confirm that you have read and will comply with Appendices 4 and E.

Signed: _____ **Print:** _____

Date: _____

Village Hall Representative: _____

Hirers of the Hall are reminded of the following:-

1. It is not acceptable for a resident of Ringshall to hire the Hall on behalf of an

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- individual or group located outside the Parish, to benefit from the lower, residents, hiring fee.
2. The person named in the hiring agreement must be present during the whole of the time that the Hall is occupied.
 3. It is the responsibility of the person named in the hiring agreement to ensure that the Hall, car park and grassed areas are treated with respect and left in a satisfactory state at the conclusion of the event.
 4. Motor vehicles are not permitted on the grassed areas except with the express permission of the booking clerk or other member of Ringshall Village Hall Management Committee.

Please be aware of the following points, all of which are contained within the hiring agreement.

1. A deposit of £30 is required to secure your booking and is to be paid by BACS or enclosed with your completed forms. Cheques to be made payable to RVHMC.
2. The remainder of your payment together with the £200 security deposit and bar deposit (if relevant) is due a minimum of twenty-eight days before your event.
3. If this payment is not received we reserve the right to re-let the hall.
4. The £200 security deposit will be returned to you within twenty-eight days of the end of the period of hire and after the hall has been cleaned by the hirer and inspected. Provided always that the hirer has not forfeited the deposit.
5. An average minimum bar spend of not less than £10.00 per head is to be agreed and will be used as a benchmark to decide whether the bar deposit is to be retained or returned. See also clause 6 below.
6. With the exception of wine for a toast or welcome drink the hirer is not permitted to bring alcohol onto the premises. Any other alcoholic drinks are to be purchased from our bar. Should the hirer bring alcohol onto the premises we reserve the right to charge corkage.
7. Bouncy castles and the like, except those intended specifically for use indoors and which have not been used out of doors, are not permitted in the hall.
8. Any reference to 'premises' in these documents refers to the village hall and the surrounding grounds.
9. The hirer should be aware that they have legal duties with regards to the safety of those persons assisting or attending the event. They must familiarise

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themselves with the **Emergency plan for the temporary responsible person**, a copy of which is available on our website.

Note that our preferred form of payment is by electronic bank transfer (BACS). For bar sales credit/debit card payments are preferred. If clients are unable to make electronic payments we will accept cash or cheque.

The hirer is to sign and date this agreement, tick the box above confirming that they have read and will comply with appendices 4 and E, and return the completed documents to the booking clerk together with the appropriate payment. The booking will not be confirmed until the forms are received and payment has cleared into our bank account.

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Amendments

Amended 19th. September 2025 – Bar deposit and reference notes added.

Amended 20th. September 2023 – reference to bouncy castles amended. Preferred method of payment to be electronic.

Amended 17th May 2023 – note reference electronic payments added.

Amended 9th. March 2023 – Special deposit increased to £200.00

Amended 9th. April 2022. Tick box added. Final paragraph amended.

Amended 7th. November 2021. Period for return of security deposit increased to 28 days; reference to Emergency Plan added. Reference to current conditions added.

Amended 2nd. May 2021 to include Covid conditions of hiring (Appendix E).