

# Longstanton Village Institute

Charity No.: 300408



DATED

PARTIES

(1) The Village Institute named in clause 1.2 acting by its Trustees ("Village Institute").

(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 Village Institute 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 Date(s) required:

Day(s)

Month

Time required (hours)

From

Preparation

1.2 Village Institute:

(a) Registered Charity No

300408

(b) Authorised Representative

Libby White

Address

24 High Street  
Longstanton  
CB24 3BS

Telephone Number

01954 782323

1.3 Hirer:

(a) Name

(b) Organisation

(c) Name of Organisation's  
Authorised Representative

Address

Telephone Numbers & email

1.4 Hire Fee

£

Deposit

£

The Hirer shall pay as deposit £50. The balance of the booking fee being payable before the commencement of the event for which the premises are hired.

Balance	£
Special deposit	£

This deposit will be refunded within 7 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 Institute about noise or other disturbance during the period of the hiring as a result of the hiring.

Balance	£
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Payable before the commencement of the event for which the premises are hired (the deposit having been paid on the signing hereof)

Commercial Use? Yes/No

**Optional additional condition for use with commercial hirers:**

*“Village Halls are usually held on strict trusts with the Charity Commission for the purposes of a Village Hall. The Trustees is bound to ensure that the Village Institute is administered in accordance with those trusts. Accordingly the Village Institute is bound to preserve and hereby reserves the right to terminate this Agreement by not less than 7 days notice in writing to the Hirer in the event of the hall being required on the same date/time for the fulfilment of its charitable purposes.*

*In the event of such termination by the Village Institute, the Village Institute shall refund to the Hirer all monies paid by the Hirer to the Village Institute. The Village Institute shall not however be liable to make any further payment to the Hirer in respect of expenses, costs or losses incurred directly or indirectly by the Hirer in relation to the termination”.*

1.5 Premises

Whole of Main Hall

1.6 Purpose/description of hiring:

Will tickets be sold for your event? Yes/No

Is food to be provided at the event? Yes/No

2. The Village Institute has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. Please confirm which licensable activities will take place at your event:

Activity	The hall is licensed for	Times for which the activity is licensed	Indicate activities to take place at your event
a. The performance of plays			
b. The exhibition of films			
c. Indoor sporting events			
d. Boxing or wrestling entertainment			
e. The performance of live music	✓	Mon-Thurs 11:30 -13:30 18:00-23:59	

		Friday - 18:00-02:00 Sat 11:30-13:30 18:00-23:59 Sun - 19:30-22:30	
f. The playing of recorded music	✓	Mon-Thurs 11:30 -13:30 18:00-23:59 Friday - 18:00-02:00 Sat 11:30-13:30 18:00-23:59 Sun - 19:30-22:30	
g. The performance of dance	✓	Mon-Thurs 11:30 -13:30 18:00-23:59 Friday - 18:00-02:00 Sat 11:30-13:30 18:00-23:59 Sun - 19:30-22:30	
h. Entertainments similar to those in a - g	✓	Mon-Thurs 11:30 -13:30 18:00-23:59 Friday - 18:00-02:00 Sat 11:30-13:30 18:00-23:59 Sun - 19:30-22:30	
i. Making music			
j. Dancing	✓	Mon-Thurs 11:30 -13:30 18:00-23:59 Friday - 18:00-02:00 Sat 11:30-13:30 18:00-23:59 Sun - 19:30-22:30	
k. Entertainment similar to those in i - j			
l. The provision of hot food/drink after 11pm			
m. The sale of alcohol			

2.1 Where a licensable activity will take place, the hirer hereby acknowledges receipt of a copy of the conditions of the Premises Licence and/or operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agrees to comply with all obligations therein.

2.2 Have you indicated at 2(m) that alcohol will be available at your event? Yes/No  
If you answer yes to the above question, you will need to seek written permission from the Trustees by completing the appropriate forms.

2.3 The Hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers.

Main hall	60 seated (80 standing)
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2.4 The hall does have a licence:

With the Performing Right Society for the performance of copyright music.	✓
from Phonographic Performance Licence (PPL)	✓

2.5 In order to hold a licensable activity on the premises or on part of the premises not covered by the hall's Premises Licence or where a Village Hall does not have a Premises Licence, a Temporary Event Notice (TEN) will need to be given to the licensing authority.

The Hirer shall obtain the written consent of the Trustees on the form provided for this purpose 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 Trustees and local voluntary organisations.

3. The Hirer agrees with the Village Institute to be present (by 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 together with any additional conditions imposed under the Premises Licence (2.1) or that the Village Institute Trustees deem necessary shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Village Institute 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.

As Witness the hands of the parties hereto:

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

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