

APPLICATION TO HIRE THE FARMBOROUGH MEMORIAL HALL

Farmborough Memorial Hall agrees to permit the Hirer to use the facilities requested in clause 1.5 for the purpose described in clause 1.6 for the period(s) described in clause 1.1. The details provided and answers to the questions are terms of this agreement. This Hire 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:

Time required

Preparation/Clearing up time - 30 minutes allowed in total

1.2 Farmborough Memorial Hall

(a) Registered Charity No:

304542

(b) Authorised Representative:

Sally Davis

Address:

Farleigh, 1 Church Lane, Farmborough, Bath. BA2 0AN
(Telephone 01761 472356 email davisfarmborough@btinternet.com)

1.3 Hirer:

(a) Name:

(b) Organisation:

(c) Name of Organisation's
Authorised Representative:

Address:

Contact Telephone Numbers:

Contact Email:

1.4 Hire Fee:

£

The full amount of the hiring fee is payable in advance when booking the event for which the premises are hired.

1.5 Premises

FACILITIES REQUIRED (Tick or Delete as appropriate):

Entire Hall / Hall except Committee Room/ Committee Room only/ Garden

Cooker

Kitchen door to be **unlocked** (**Note:** normally only applicable when full catering is being done to allow food etc to be delivered & taken away at the side entrance)

NOTE: PERSONS USING AREA OUTSIDE THE BUILDING DO SO AT THEIR OWN RISK.

1.6 Purpose of hire:

Will this be a public/private event?

Commercial Use?

Yes/No

2. The Memorial Hall has a Premises Licence authorising the following regulated entertainment and licensable activities Mon-Fri 11.00 to midnight and Sat 13.00 to 23.55. Please confirm which licensable activities will take place at your event and the times:

Activity	The hall is licensed for	Activities to take place at your event	Times for your event
a. The performance of plays			
b. The exhibition of films			
c. Indoor sporting events			
e. The performance of live music	✓		
f. The playing of recorded music	✓		
g. The performance of dance	✓		
h. Entertainments similar to those in e – g	✓		
i. Making music	✓		
j. Dancing	✓		
k. Entertainment similar to those in l – j	✓		
l. The provision of hot food/drink after 11pm			
m. The sale of alcohol			

2.1 In order to hold a licensable activity not covered by the Village Hall's 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 management committee on the form provided for this purpose before giving the licensing authority a TEN and is responsible for obtaining such authorisation as may be needed. Failure to do so will result in cancellation of the hiring without compensation.

2.2 Note that the hall does have a licence with the Performing Rights Society and PPL for the performance of copyright music, but this does not cover use for commercial activities

3. SUPERVISION

The event will be supervised throughout the period of hire by myself (being over age 21) and the following 2/3 attendants who are responsible, physically capable persons aged over 21 who will see that the Terms and Conditions of Hire and (if applicable) the terms of the Public Entertainment Licence are observed; who will make themselves familiar with the use position of emergency equipment and evacuation procedures; and who will summon the Fire Brigade in the event of fire, however slight.

- a) Name
- b) Name
- c) Name

N.B. 2 names required for up to 100 persons attending and 3 for up to 120 persons (the maximum)

DECLARATION

I acknowledge receipt of a copy of this form for retention.

I accept and understand the STANDARD CONDITIONS OF HIRE, receipt of which I acknowledge, and remit with this application full payment of all hire charges.

Please make cheques payable to the 'Farmborough Memorial Hall'

Additional charges may be made in the event of damages or additional cleaning costs.

I acknowledge that if the hiring is subject to the Premises License. I shall be nominated and required to accept personal responsibility for its observance. (In this event the terms of the Licence will be provided)

SIGNED

PRINT NAME..... DATE.....

N.B. Any provisional booking will lapse if this completed application form is not received within 14 days.