

## Document Control

Adopted date: March 2026

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# CAISTOR ST EDMUND AND BIXLEY PARISH COUNCIL

## VILLAGE HALL HIRE AGREEMENT

This Agreement is made between:

**The Parish Council (“the Council”)**

and

**The Hirer named below (“the Hirer”)**

### 1. Hirer Details

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date(s) of Hire: \_\_\_\_\_

Time of Hire (including set up/clear down): \_\_\_\_\_

Purpose of Hire: \_\_\_\_\_

### 2. Hire Fee and Deposit

- Hire Fee: £ \_\_\_\_\_
- Refundable Damage Deposit: £ \_\_\_\_\_

The deposit may be retained in full or part to cover damage, excessive cleaning, waste removal, or breach of this Agreement.

### 3. Supervision and Responsibility

The Hirer:

- Shall be present during the period of hire.
- Accepts full responsibility for the care of the premises, contents, and behaviour of all persons attending.
- Shall ensure the event is conducted in an orderly manner.
- Comply with all hall policies and instructions
- Conduct their own event-specific risk assessment where appropriate
- Supervise children and vulnerable adults
- Hold suitable public liability insurance (where required)
- Leave the hall and surrounding area clean and tidy

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- Remove all rubbish generated during the hire period from the Village Hall upon departure and dispose of it appropriately. A refuse sack will be provided within the internal rubbish bin for this purpose.
- Ensure no damage is caused to the hall or its contents
- Ensure all doors, windows, lights, and heating are secured/turned off
- Not exceed the hall's maximum capacity of 60 persons

Prohibited activities:

- Inflatables or bouncy castles
- Live music or amplified performances

## 4. Use of Premises

The Hirer shall:

- Use the premises only for the stated purpose.
- Not exceed the maximum permitted capacity.
- Not use the premises for any unlawful purpose.
- Not sub-let or transfer this Agreement.

## 5. Alcohol

1. The Village Hall does not hold a Premises Licence.
2. Where alcohol is to be sold or supplied in circumstances amounting to a licensable activity, the Hirer shall obtain a valid Temporary Event Notice (TEN) from the relevant Licensing Authority.
3. A copy of the approved TEN must be provided to the Council at least seven days before the event.
4. The Hirer must comply with all terms of the TEN and all relevant legislation.
5. No alcohol shall be sold or supplied to persons under 18 years of age. Appropriate age verification (e.g. Challenge 25) must be operated.
6. The Hirer accepts full responsibility for alcohol management, including preventing excessive consumption, disorderly conduct, nuisance, or breach of licensing law.
7. The Council reserves the right to terminate the hire immediately if licensing laws are breached.

## 6. Public Liability Insurance

Where alcohol is sold, or where the event is open to the public, the Hirer must hold adequate Public Liability Insurance (minimum £5 million cover recommended) and provide evidence upon request.

## 7. Health and Safety

The Hirer shall:

- Comply with all health and safety regulations.
- Familiarise themselves with fire exits and emergency procedures.
- Ensure fire exits remain unobstructed.
- Not use naked flames unless expressly authorised.

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- Not use fireworks, smoke machines, or hazardous equipment without written consent.
- Report any accidents or incidents to the Parish Council immediately.

In case of emergency, the building must be evacuated immediately.

## 8. Safeguarding

Where children or vulnerable persons are present, the Hirer is responsible for appropriate supervision and safeguarding arrangements.

## 9. Noise and Nuisance

The Hirer shall:

- Keep noise to a reasonable level.
- Close doors and windows where appropriate.
- Ensure guests leave quietly.
- Vacate the premises by the agreed time.

## 10. Damage and Cleaning

The Hirer agrees to:

- Leave the hall clean and tidy.
- Remove all rubbish from the premises and dispose of it appropriately.
- Report any damage immediately.

Any damage to the hall or loss of property during the hire period must be paid for by the Hirer. Costs for damage, loss of property, excessive cleaning, or waste removal may be deducted from the deposit.

## 11. Decorations

No fixtures, nails, screws, or adhesives may be used that damage surfaces. Decorations must be removed at the end of the hire period.

## 12. Indemnity

The Hirer shall indemnify and keep indemnified the Parish Council against all claims, losses, damages, liabilities, and expenses arising from the hire, including the sale or supply of alcohol.

## 13. Cancellation

The Council reserves the right to cancel the hire:

- If the premises become unfit for use,
- If licensing laws are breached,
- If there is reasonable concern about disorder.

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The Hirer may cancel in writing. Refunds are at the Council's discretion.

### **14. Fire Safety Information Sheet**

The Hirer must complete and sign the Fire Safety Information Sheet, which forms part of this Hire Agreement. The completed document must be returned prior to the commencement of the hire period.

### **15. Acceptance**

I confirm that I am over 18 years of age and accept full responsibility for compliance with this Hire Agreement.

Signed (Hirer): \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed on behalf of the Parish Council: \_\_\_\_\_

Date: \_\_\_\_\_