

# BARROWDEN COMMUNITY HUB

## HIRE AGREEMENT

March 2025

This document is based on a Model Hiring Agreement provided for Village Halls by ACRE (Action with Communities in Rural England).

Barrowden Community Hub Management Committee informs hirers that by signing an agreement to use the Hub they are entering into a contract that could be used in evidence should legal action become necessary.

DATED 1st March 2025

### PARTIES

- (1) Barrowden Village Hall CIO Management Committee, referred to as BVHMC
- (2) The person or organisation hiring the community hub as shown on the **Booking Form**

### AGREED as follows:

#### 1. Throughout this Agreement:

Barrowden Village Hall CIO, known locally as Barrowden Community Hub, where referred to as "we"; "our", is to be construed accordingly and "we" and "us" mean and include the Hub's charity trustees, employees, volunteers, agents and invitees.

The person or organisation named as hirer on the Booking Form is referred to as "you"; and "your" is to be construed accordingly; "you" also includes the members of your management committee (if appropriate), your employees, volunteers, agents and invitees

Where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Bookings Secretary (see 2.2) or, if the Bookings Secretary is not available, any of our Trustees. Details on our website.

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### Barrowden Community Hub

2. In consideration of the hire fee described in the booking arrangements, we agree to permit you to use the premises for the purpose described and for the times described in the Booking Form. The details referred to sub-clauses 2.1 to 2.6 below and the answers to the questions in sub-clauses 2.7 to 2.12 are terms of this Agreement. This Agreement includes the annexed Standard Conditions of Hire set out in the attached Schedule.

**2.1 Hirer:** as named on the **booking form** where contact details are also entered

- Name, Organisation, Name of Organisation's Authorised Representative
- Address, Telephone Numbers & Email

**2.2 Premises of hire** - Barrowden Community Hub, 24 Wakerley Road, Barrowden, LE15 8EP

Registered Charity No:1199981

Authorised Representative: Current Bookings Secretary (March 2025): Valerie Fraser, York House, Barrowden LE15 8DQ

- Phone 01572 748655
- website [www.barrowdencommunityhub.co.uk](http://www.barrowdencommunityhub.co.uk),
- email: [info@barrowdencommunityhub.co.uk](mailto:info@barrowdencommunityhub.co.uk)

**2.3 Date(s) required:** these are the dates and times you have entered on the completed booking form

- Day(s)/ Month,
- Repeat Pattern, if applicable
- Time required (Hours) From/to, including set up and clear down period.

**2.4 Hire Fees:**

As indicated on the **booking form**, with reference to charges shown there and **agreed with the Bookings secretary before confirmation of booking**. You agree to pay the hire charges when requested by the BVHMC and to do so by bank transfer unless expressly permitted by BVHMC to pay by other means. The Committee reserves the right to require a surety when large numbers are involved or alcohol is to be served. The sum is at the discretion of the Committee, it is usually a cheque or online deposit for £100. The cheque/deposit will be returned to the Hirer once a representative of the Committee is satisfied that no damage has been done, no excess cleaning is required and provided there have been no complaints from neighbours.

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

"Village halls are usually held on strict trusts which require the management committee to ensure that the hall is administered in accordance with those trusts. Accordingly we are bound to preserve and hereby reserve the right to terminate this Agreement by not less than seven days' notice in writing to you 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 us, we will refund to you all monies paid by you to us. We will not, however, be liable to make any further payment to you in respect of expenses, costs or losses incurred directly or indirectly by you in relation to any such termination."

### **2.5 Part of Premises being hired**

The booking agreement describes and covers the part(s) of the premises specified on the booking form. No other part of the building apart from the toilets and store shall be used unless agreed on the booking form.

**2.6 Purpose/description of hiring:** these purposes are specified on the booking form.

Additional information we need to know, please tick yes/no on booking form.

**2.7** Will tickets be sold for your event?

**2.8** Is food to be provided at the event?

**2.9** Is alcohol to be provided at the event?

**2.10** Will there be exhibition of a film?

**2.11** Will live music be performed or recorded music played?

**2.12** Will you be using a bouncy castle/other inflatable device?

### **3. Capacity**

You agree not to exceed the maximum permitted number of people per room including the organisers/performers

Main hall in full: 125 persons seated or standing

West hall (smaller part): 45 persons seated or standing

East hall:(larger part) 80 persons seated or standing

#### **4. Licencing**

**4.1** The Hub does have a licence with the Performing Right Society (PRS) for the performance of copyright music.

**4.2** We have a Premises Licence authorising entertainment and the sale of alcohol by our committee. However, hirers are not permitted to sell alcohol on the premises. Any attempt to do so will be in breach of your contract with us. The operating hours of our licence must be strictly adhered to, which means the premises must be vacated and locked by midnight.

#### **5. Compliance**

You agree with us to be present (or by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.

#### **6. Agreement of Terms**

We and you hereby agree that the Standard Conditions of Hire (see below), together with any additional conditions imposed under the Premises Licence or that we deem necessary, form part of the terms of this agreement unless we and you agree in writing.

#### **7. Insurance**

By signing this agreement you confirm that you have insurance cover as set out in section 4 of our Standard Conditions of Hire

#### **8. Signatures**

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 signed on the booking form, duly authorised by BVHMC

as signed by the Hirer as described on the Booking Form

## Document History

Version	Changes	By	Date
1	Draft	VF	January 2025
2	Issued	VF	March 2025