Tansley Community Hall – Hire Agreement

*Please complete and return to Tansley Community Hall Management Committee, c/o Sarah Bradley, Spout House Farm, Spout Lane, Tansley DE4 5FH or email to sarahbradley8@aol.co.uk*

The Tansley Community Hall Management Committee agrees for the hirer to use the premises for the purpose and the period described below, in accordance with the conditions of hire set out below.

**Hirer: (minimum age 21)**

Name:  Tel No: 

Address: 



**Details of hire:**

Purpose:  Date: 

**Period of Hire:**

Event start time:  Event end time: 

Event hire period (hours) 

Total cost: 

**Required usage of premises:** (please tick one)

[ ]  Community hall and kitchen facilities

 [ ]  As above plus additional equipment (incurs additional fee to be agreed with TCH treasurer)

Additional equipment required

.

**Signed on behalf of Tansley Community Management Committee:**

Name: ............................................ Signature: .................................................. Date: ............................

**Signed by Hirer:**

Name: ............................................ Signature: .................................................. Date: ............................

***Privacy Notice***

*Tansley Community Hall uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall, staff employment and its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall’s insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the hall Booking Secretary*

**Tansley Community Hall – Hire Agreement**

**Conditions of Hire**

Tansley Community Hall is available for hire from 8am to 11.30pm.

**Use of the Hall**

During the Period of Hire the Hirer will:

1. Be responsible for the supervision of the premises, fabric and contents, their care, safety from damage however slight, or change of any sort.

2. Be responsible for the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as not to obstruct the highway.

3. Ensure that noise levels are at a reasonable level particularly when entering or leaving the hall.

4. Not sub-let, or use the premises for any unlawful purpose or in any unlawful way, or do anything or bring onto the premises anything which may endanger the premises, fabric, or contents.

5. Not sell alcohol on the premises but is permitted to consume alcohol for private parties with prior agreement from the Management Committee.

6. Live music may not be performed at the hall without an events licence – contact TCH committee for details.

7. Indemnify the Management Committee for the cost of repair of any damage done to any part of the premises and its contents during or as a result of the hiring.

8. Ensure that no equipment other than that belonging to the Community Hall is stored in the Premises, unless by prior arrangement.

**Health and Safety**

During the Period of Hire the Hirer will:

1. Acknowledge and adhere to Tansley Community Hall Health and Safety policy at all times. A copy of the Health & Safety policy is provided for reference, in the kitchen area.

2. Keep kitchen surfaces clear of any item not specifically used for food.

3. Ensure that no children are allowed into the kitchen.

4. Not permit animals into the hall or kitchen.

5. Ensure that equipment is used by competent persons and that no unauthorized electrical appliances are used unless by prior arrangement.

6. Record all injuries in the Accident Book, stored in kitchen.

7. Uphold the No Smoking Policy of the building and grounds.

**Cancellation**

1. If the Hirer wishes to cancel the booking before the date of the event, and the Management Committee is unable to obtain a replacement booking, the payment of the fee shall be at the discretion of the Management Committee.

**After Use**

At the end of the hiring the Hirer will:

1. Ensure that the kitchen, hall, toilets, and outside areas are left clean and tidy, ready for the next User.

2. Turn all lights off.

3. Remove all rubbish from the premises. There are dustbins provided outside.

4. Close all windows, lock the door and return the key to the key safe.

5. Ensure that any problems or defects are reported to the TCH Committee**.**

**If the Hirer is in any doubt as to the meaning of any of these conditions, please consult a member of the TCH Management Committee.**

**Hire Costs:**

£7 per hour for the main hall, kitchen and outside areas.

£5 for hire of Tansley Tots toys.

**Tansley Community Hall Management Committee** (October 2015)

[**www.tansleycommunityhall.yolasite.com**](http://www.tansleycommunityhall.yolasite.com)

**Booking secretary: Sarah Bradley** **sarahbradley8@aol.co.uk****, Tel: 10629 57071**