



## Filby Playing Field Committee Hiring Agreement

<b>Date</b>	<b>DATE OF HIRE</b>
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<b>Parties</b>	<p><b>Filby Playing Field Committee</b></p> <p><b>Hirer - Name And Address.....</b></p> <p>.....</p>
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- I. Filby Playing Field Committee (“committee”) manages Filby Village Hall including its Changing Rooms, Filby Club Room and Filby Playing Field.
- II. 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 Committee 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 any Special Conditions of Hire.

**1.1 Hire**

**Rates**

Venue	Club Room	£17 per session
	Village Hall	£22 per session.
	Playing Field (including Changing Rooms)	£ on request.
Sessions	09:00 to 13:00	
	14:00 to 18:00	
	19:00 to 23:00.	

**Saturday Evening Session 6pm - 11pm £40**

Children’s Party	£50	
Christenings	£50	
Adult Party	£80	
Weddings	£300	(includes setting up the evening before and clearing the following morning)
Business Hire	£80	

**Deposit**

A minimum, non-refundable, deposit of £50 (£25 for a children’s party or christening) is required to reserve the booking

**Hire Requested**

Occasional Session Hire

Date

Venue

Session(s)

Regular Session Hire

Days

Venue

Session(s)

Storage of equipment requested

Children's Party

Date

Venue

Times – From / To

Christening

Date

Venue

Times – From / To

Adult Party

Date

Venue

Times – From / To

Wedding

Date

Venue

Times – From / To

Business Hire

Date

Venue

Times – From / To

Please specify any special preparation needed

## 1.2 Filby Playing Field

(a) Registered Charity No.

303949

(b) Authorised Representative

Mrs. Joy Baldry

Telephone Number

01493 369375

Email

joysee@btinternet.com

Address

The Conifers  
Thrigby Road  
Filby  
Great Yarmouth  
Norfolk  
NR29 3HJ

## 1.3 Hirer:

(a) Name

(c) Organisation

(d) Name of Organisation's  
Authorised Representative

Telephone Number

Email

Address

Potential hirers, not known to the Committee, may be asked for proof of name and address. This will usually be provided in the form of two utility bills, issued within the previous six months, bearing the full name and address of the applicant.

The Committee reserves the right to withdraw, at any time, a hire offer that was made based upon the supply of falsified information, in any format (written or spoken) in support of the application.

## 1.4 Hire Fee

The Hirer will be asked to pay a non-refundable deposit to reserve the booking.

The balance of the booking fee to be paid before the conclusion of the event for which the premises are hired (the deposit having been paid when the agreement is signed).

New hirers or occasional hirers are required to pay for their hire, in full, before collecting the keys for their hire. Those wishing to pay by cheque should do so at least five working days in advance of the event in order that their payment can be cleared.

The Hirer may be asked to pay a security deposit. This deposit will be refunded within 28 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 Hall about noise or other disturbance during the period of the hiring as a result of the hiring.

If the Hirer wishes to cancel the booking before the date of the event, they should notify the Secretary. The non-refundable booking deposit may be used for another booking, provided that is for a date within 12 months of the original hire date. If the Playing Field Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Playing Field Committee.

Payments made by cheque should be made at least five working days in advance of any agreed date (reservation, event, etc.) in order that the payment can be cleared.

The total hire fee is	<input type="text"/>
Payment being made at the time of signing the agreement	
Non-refundable deposit to reserve the booking	<input type="text"/>
Balance of hire (optional)	<input type="text"/>
Security deposit (if applicable)	<input type="text"/>
Total payment made now	<input type="text"/>

Please tick to indicate method of payment

BACS

Sort code 30 99 97, Number 00143914, Name: Filby Playing Field Fund

Cheque

Cash

Commercial Use?

**Note to commercial hirers:**

- *Filby Playing Field is a trust registered with the Charity Commission for the purposes of administering the Village Hall, the Village Club Room and the Village Playing Field.*
- *The management committee is bound to ensure that the hall is administered in accordance with those trusts. Accordingly, the committee 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 hall, the committee shall refund to the Hirer all monies paid by the Hirer to the committee. The committee 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 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 Hall 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		All premises are licensed for	Times for which activity is licensed	Indicate Activities to take place at your event
a	The performance of plays	<input type="checkbox"/>	10 am to 10 pm Mon. to Sat. 10 am to 9pm Sun. Save for 13 days in any calendar year when use can continue to midnight.	
b	The exhibition of films	<input type="checkbox"/>		
c	Indoor sporting events	<input type="checkbox"/>		
d	Boxing or wrestling entertainment	<input type="checkbox"/>		
e	The performance of live music	<input type="checkbox"/>		
f	The playing of recorded music	<input type="checkbox"/>		
g	The performance of dance	<input type="checkbox"/>		
h	Entertainments similar to those in a-g	<input type="checkbox"/>		
i	Making music	<input type="checkbox"/>		
j	Dancing	<input type="checkbox"/>		
k	Entertainment similar to those in i-j	<input type="checkbox"/>		
l	Provision of hot food/drink after 11pm	<b>X</b>		
m	The sale of alcohol	<b>X</b>		

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 on sale at your event? Yes / No

If you answer yes to the above question, you will need to seek written permission from the management committee by completing the appropriate forms.

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

Facility		Max. Occupancy (Persons)
a	Village Hall	120*
b	Village Club Room	40*
c	Playing Field	NA
d	Changing Rooms	40*

\*Note: See 7.1.5 for recommendations during operation of Covid-19 regulations.

Please indicate the expected occupancy during the hire below.

Facility		Occupancy (Persons)
a	Village Hall	
b	Village Club Room	
c	Playing Field	
d	Changing Rooms	

**2.4** The hall has a licence with the Performing Right Society for the performance of copyright music from Phonographic Performance Licence (PPL).

**2.5** The Hirer shall obtain the written consent of the management committee on the form provided for this purpose before giving the licensing authority a Temporary Event Notice (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 the committee's premises. Lack of co-operation could affect future fundraising by the hall management committee and local voluntary organisations.

**3** The Hirer agrees with the committee 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 management committee deem necessary shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the management committee and the Hirer.

**5** The hirer shall ensure that:

(a) Highly flammable substances, including candles, are not brought onto the Playing Field or into the Village Hall or the into Village Club Room and and that...

(b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.

(c) No fireworks are to be discharged on the Playing Field or from, or in the Village Hall or in the Village Club Room.

(d) No Chinese Lanterns, or similar, are to be loosed from the Playing Field or from, or in, the Village Hall or the Village Club Room.

(e) If the Playing Field or the Car Parks are to be used as part of the hire, their surfaces are suitable for the activities that will take place, there. This is inclusive of pitch inspections, where a visual check must be undertaken to ensure the conditions do not present a foreseeable hazard to participants of the activity.

**6** 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.

## **7 Special Conditions of Hire during COVID-19**

Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.

### **7.1 Hirer responsibilities whilst using the village hall, club room and playing field areas.**

**7.1.1** You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

**7.1.2** The hall will be cleaned before you arrive and you will be responsible for cleaning all regularly used surfaces during your period of hire. Please take care cleaning electrical equipment such as light switches. Use cloths - do not spray!

**7.1.3** You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

**7.1.4** You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

**7.1.5** You will ensure that no more than 30 people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing. Some lapse in social distancing may be difficult to avoid e.g. where people pass in corridors. Government guidance indicates that such transitory contacts are lower risk however hirers must arrange their activities to avoid these risks if possible, particularly for older or medically vulnerable people.

**7.1.6** Make sure that no more than 2 people use the toilets at one time.

**7.1.7** You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

**7.1.8** You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households by seating side by side, with at least one empty chair between each person or household group, rather than face to face, and with good ventilation.

**7.1.9** You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required.

**7.1.10** You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided and seal them up before you leave.

**7.1.11** You will encourage users to bring their own drinks and food. If drinks or food are made available you will ensure that all crockery and cutlery is washed in hot soapy water, dried and put away.

**7.1.12** We will have the right to close the hall if there are safety concerns relating to COVID-19. For example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that these Special Conditions of Hire are not being complied by your hire or others.

**7.1.13** In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the First Aid Room where there are tissues, a bin, hand washing facilities etc. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. When returning the keys ensure you report this incident.

**7.1.14** Live performances e.g. drama, music are not permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

**7.1.15** Where you use and provide your own equipment you should ensure it is cleaned in between each person using it and where it is difficult to clean the equipment cannot be shared.

**7.1.16** Where you store any equipment at the hall you must ensure it is cleaned before use and before being stored.

**7.1.17** The hall's Audio - Visual equipment to be made available on special request, only. Microphones, remotes, etc. will be sanitised by Hall personnel before use. Do not sanitise, yourself, after use.

**7.1.18** Until further notice, face coverings are required to be worn inside village and community halls. On entering a village hall, you will be required to wear a face covering, and will be required to keep it on, unless you are covered under a 'reasonable excuse'. This could be for a gym class, if you need to eat or drink something, or if you have a health or disability reason to not wear one"

The exceptions to wearing face coverings are listed below:

- children under the age of 11
- people who cannot put on, wear, or remove a face covering because of a physical or mental illness or impairment, or disability
- employees of indoor settings (or people acting on their behalf, such as someone leading part of a prayer service)
- police officers and other emergency workers, given that this may interfere with their ability to serve the public

## **7.2 Other information references:**

Guidance for the Safe Use of multi-purpose Community Facilities:

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

Filby Village Hall Hire information and agreements: <http://www.filbyvillagehall.org.uk/hire/4589489481>

Government guidance on Phased Return to Sports and Recreation:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

As Witness the hands of the parties here to:

Signed by the person named at 1.2(b) above, duly authorised, on behalf of Filby Playing Field's Management Committee

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



# HELP KEEP THIS HALL COVID-19 SECURE



- ✓ You must not enter if you or anyone in your household has COVID-19 symptoms.
- ✓ If you develop COVID-19 symptoms within 7 days of visiting these premises you must alert:
  - The NHS Test, Track and Trace System
  - The bookings secretary who you booked the hall with
  - The organiser of the activity you attended.
  -
- ✓ Maintain 2 metres social distancing as far as possible. Wait for others to pass you in the corridor and avoid congesting entrance and exit points by waiting in a queue.
- ✓ You are required to wear a face covering within this building, unless you are covered under a 'reasonable excuse'.
- ✓ Use the hand sanitiser provided on entering the premises. Clean your hands often with warm soapy water which is considered more effective.
- ✓ Avoid touching your face / nose / eyes. Clean your hands if you do.
- ✓ "Catch it, Bin it, Kill it". Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
- ✓ We do our best to clean all surfaces and high touch points at the hall between each hire. You should ensure you keep the hall clean during its use.
- ✓ Take turns to use confined spaces such as corridors, kitchen and toilet areas.
- ✓ Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is considered low risk.
- ✓ Keep the hall well ventilated. Close doors and windows on leaving.
- ✓ Wash your clothes when you get home to reduce risk of transmission.

