



Filby Playing Field Committee Hiring Agreement

Date

	DATE OF HIRE
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Parties

I. Hirer. The person or organisation named here is the "Hirer".

(a) Name

(a) Organisation

(b) Name of Organisation's
Authorised Representative

Address

Telephone Number

Email

II. Filby Playing Field Committee ("committee") manages Filby Village Hall including its Changing Rooms, Filby Club Room and Filby Playing Field.

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

Sessions

09:00 to 13:00, 14:00 to 18:00 and 19:00 to 23:00.

Rates

Venue	Village Hall (Saturday Evening Session 6pm - 11pm)	£25 per session. £60)
	Club Room	£20 per session
	Playing Field (including Changing Rooms)	£ on request.

Party **Village Hall**

Child Party £60

Other parties including christenings, baby showers and other celebrations £100

Club Room

All parties £30

Party times are per session. At the Booking Secretary's discretion, one hour setting up and one hour clearing down, either side of the session, may be taken, free of charge, provided there is no clash with preceding or following hires.

In the event that the hirer wishes the party to extend outside the published session times, at the discretion of the Booking Secretary, additional times may be booked at the following rates....

– Village Hall	£10 per hour (or part thereof)
– Club Room	£5 per hour (or part thereof)

Ticketed Events

– Village Hall £100 per session

Prices for other facilities available on request.

Includes events such as, but not exclusively concerts, shows, exhibitions, seances, put on for personal or commercial gain, for which tickets are made available for public or private sale. Charge may be waived or reduced for events held for charitable or village social purposes.

Weddings £350

Includes setting up the evening before and clearing the following morning.

Deposit

A deposit of £25 is required to reserve the booking for the Hall. No deposit is required to reserve the booking for the Club Room.

Hire Requested

☐	Occasional Session Hire	Venue	
Date		Session(s)	

☐	Regular Session Hire	Venue	
Days		Session(s)	
Storage of equipment requested			Yes / No

☐	Party	Venue	
Date		Times – From / To	

☐	Wedding	Venue	
Date		Times – From / To	

Please specify any special preparation needed

1.2 Filby Playing Field

(c) Registered Charity No.

(d) Authorised Representative

Telephone Number

Email

Address

Fair Oaks
Main Road
Filby
Great Yarmouth
Norfolk
NR29 3HN

1.3 Hirer:

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 must pay a non-refundable deposit to reserve the booking.

The Hirer is required to pay the balance of the booking fee (and, if requested, the security deposit) for their hire, one week before the date of their hire. Those wishing to pay by cheque should do so at least two weeks in advance of the date of their hire 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.

The total hire fee is

Payment being made at the time of signing the agreement

Non-refundable deposit to reserve the booking

Balance of hire (optional)

Security deposit (if applicable)

Total payment made now

Please tick to indicate method of payment

BACS

☐

Sort code 30 99 97, Number 00143914, Name: Filby Playing Field Fund – Please quote the date of your event as the reference

Cheque

☐

Make cheque payable to 'Filby Playing Field Fund'.

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	√	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	√		
c	Indoor sporting events	√		
d	Boxing or wrestling entertainment	√		
e	The performance of live music	√		
f	The playing of recorded music	√		
g	The performance of dance	√		
h	Entertainments similar to those in a-g	√		
i	Making music	√		
j	Dancing	√		
k	Entertainment similar to those in i-j	√		
l	Provision of hot food/drink after 11pm	X		
m	The sale of alcohol	X		

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*

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.

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.

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 as Hirer above, duly authorised, on behalf of the organisation named above, where applicable