



Stutton
community association

Stutton Community Hall Hire Agreement

1. **Name of Organisation/Individual making this booking** (Note: This is the person or /organisation named in 2.2 below)

2. **Date of completion of this application form**

3. **Contact details of the hirer***

Address _____		
Telephone	Landline _____	Mobile _____
Email _____		

4. Stutton Community Association uses personal data for the purposes of managing hall bookings, finances, events and publicity. (Please see web site for our privacy notice)
Please tick here if you are willing for us to share your contact details with other groups and organisations benefitting the residents of the Parish of Stutton.

5. **Date(s) required**

Day(s) and Date(s):	Month(s):	
Time Required (from when to when)		
Is access for preparation required before formal hire commences? If so, when?		

6. **Premises & Facilities**

5.1 Will any storage be required before the event?	Please specify
5.2 If you are a regular hirer will you need constant storage?	Please specify
5.3 Would you wish to use any of the Hall's Audio-Visual or Sound facilities?	Please specify

This agreement is with Stutton Community Association named in clause 2.1 below acting by its management committee.

1. AGREED as follows:

Throughout this Agreement:

- The Stutton Community Association named in clause 2.1 is referred to as “we”; “our” is to be construed accordingly and “we” and “us” mean and include the charity trustees, employees, volunteers, agents and invitees
- The person or organisation named in clause 2.2 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 the Hall Secretary or, if the Hall Secretary is not available, any of our charity trustees.

In consideration of the hire fee described in clause 2.4, we agree to permit you to use the premises described in clause 2.5 for the purpose described in clause 2.6 for the period(s) described in clause 2.1. The details inserted in sub-clauses 2.1 to 2.6 below and the answers to the questions in sub-clauses 2.7 to 2.11 are terms of this Agreement. This Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

2.1 Stutton Community Association

(a) Registered Charity No 1188188

(b) Authorised Representative **Stutton Community Association – Booking Secretary**

2.2 Hirer (Name of Organisation and/or Individual making this booking)

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2.3 Hire Fee

Occasional bookings

A list of hire charges is shown both on the Hall’s notice board and on the stuttonvillage.net web site. All charges for hiring the Hall and the deposit must be paid at least seven days in advance of the event. A deposit of £30 must be lodged to go towards possible damage to the hall or equipment during the hire period. We will refund the deposit 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 us about noise or other disturbance during the period of the hiring as a result of the hiring.

Hire Fee	Deposit
£	£

Where possible please make BACS payments:

Account Name: Stutton Community Association Sort Code 089299 Account No. 67194768

2.4 Purpose of hire

Please describe briefly why you are hiring Stutton Community Hall

2.5	Will tickets be sold for your event?	Yes/No
<i>This will help us decide whether the event is a private or public event. An event will be classified as public where tickets have been sold even if the guest list is restricted, i.e. for a birthday party.</i>		
2.6	Is food to be provided at the event?	Yes/No
<i>You must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations</i>		
2.7	Is alcohol to be provided at the event?	Yes/No
<i>No alcohol (except bottled raffle prizes for fetes, bazaars etc.) may be bought, sold or consumed on any part of the premises without the permission of the management committee. If this is given you will be required to secure a TEN licence</i>		
2.8	Will you be showing a film?	Yes/No
<i>You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licences for film. If you need to use the Hall's equipment you must seek our permission.</i>		
2.9	Will live music be performed or recorded music played?	Yes/No
<i>You must ensure that we hold relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate, you must hold such licence(s).</i>		
2.10	Does your event require compliance with the 'Safeguarding of Vulnerable Groups Act 2006' and other relevant legislation.	Yes/No
<i>When requested you must provide us with a copy of your safeguarding policy and evidence that you have carried relevant DBS checks</i>		

3. Permitted Numbers

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

- Seated at tables 150 persons
- Mixed Occupancy (tables and dancing area) 180 persons
- Dancing 200 persons

4. Licences

You acknowledge that Stutton Community Association is licensed by Babergh District Council for:

- A.**
- Live music (indoors)
 - Recorded music (indoors)
 - Performances of dance (indoors)
 - Anything of a similar description to that of live or recorded music or dance (indoors)
 - Provision of facilities for making music or dancing (indoors)
 - Provision of facilities for entertainment of similar description to making music or dancing (indoors)
 - Exhibition of Films (indoors) and the Performance of Plays (indoors)

B. That the hours authorised for use of Stutton Community Association for the purposes of (A) above are to end by: **12 midnight during weekdays and by 11.30 pm on Saturday**

- C. That Stutton Community Association has a licence:
- With the Performing Right Society (PRS) for the performance of copyright music
 - From Phonographic Performance Licence (PPL).

5. Alcohol

We have a Premises Licence authorising regulated entertainment only. You hereby acknowledge receipt of a copy of the conditions of the Premises Licence (Para 4A. immediately above) and Conditions of Hire (Appendices) for the premises, in accordance with which the hiring must be undertaken, and agree to apply with all obligations therein.

- (i) You agree that if regulated entertainment, not covered by our Premises Licence, is to be held you must obtain our consent to give notice of a TEN (Temporary Event Notice) to the licensing authority.
- (ii) You agree to give us notice of your intention to provide alcohol

6. Supervision

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

7. Signed

In signing below, we and you hereby agree that the Standard Conditions of Hire, 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. 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.

The Hirer	
The person named on Page 2 above and at Para 2.2 above, duly authorised, on behalf of the organisation named at 2.2 and Page 2 above	Signature
	Date
Stutton Community Association	
Signed by the person named at Para 2.1(b) above, duly authorised, on behalf of Stutton Community Association (Para 2.1(a) above)	Signature
	Date