

Utkinton Village Hall Letting Agreement - 2022

1. The Premises

	(Name of group or individual)	
	(Address)	
	Telephone	
	Mobile	
	Email	
Between	(Times)	
On	(Date)	
For use for	(Event)	

Utkinton Village Hall, together with the adjacent car park, is to be let by the Utkinton Village Hall Committee on Licence

This letting agreement does not grant any rights under the 'Landlord and Tenant Acts 1927 or 1954'.

2. The Fees / Hire Charges

The fees for the use of the Hall are shown below. These can be paid by:

- BACS Bank: Santander , Sort Code: 09-01-54, Account No: 78866089 (Please use your name or club name as the reference)
- Cheque made payable to Utkinton Village Hall, delivered to 'The Treasurer, c/o 20 Northbrook Road, Utkinton CW6 0LS'
- Or by cash, which will be payable in a sealed envelope to the Treasurer at the start of the letting period or, by agreement against invoice if the group is to be held across a number of lettings.

Hire Charges:

- Regular club £9.00 per hour
- Events £10.00 per hour
- Public Meetings/ Parties £30.00 per Session (3 hours)

The latest time for the Hall to close is 10:30pm.

Preferred payment method	Please tick
Cheque (Payable to Utkinton Village Hall)	
Cash (With Group Name amount and date of hire)	
BACS Payment	Yes

3. **The Multisport Court** The court is available for supervised activities including; basketball, netball, football, general play, all at users' risk.

General Terms and Conditions: In the following Clauses the Licensee will be responsible for:

4. **Key** - The Licensee will be provided with a key for the Hall at the beginning of the letting period, and at that time a member of the Village Hall Committee will make the necessary checks to the emergency lighting system. It is the responsibility of the Licensee to make sure that they understand how the safety equipment provided works. Additionally, the Licensee must ensure that the safety conditions set out in the logbook are complied with.

Keys can be obtained from Graham Harrison (07425 775679) or Francis Tunney (07860 917446)

Equipment - The Licensee may use the following items Any breakages must be paid for.

Item	Please tick to agree loan
(a) Crockery and glasses (it may be that users bring their own or disposable ones)	
(b) Kettles and water heaters	
(c) Cooker	
(d) Fridge	
(e) Tables and chairs (stored at the back of the hall and in the front storeroom)	

6. **Use of equipment within the hall**

- a. **Heating:** There are three (3) gas-fired space heaters located in the hall on the South, East walls. Instructions are appended to this Letting Agreement and form an integral part of it. The heaters must **ALL** be switched off at the end of each letting.
- b. **Stopcock:** this is located in the 'disabled' toilet at the North West corner of the Hall, it is normally left turned on and **should not be turned off** except in emergency.
- c. **First Aid Box:** Stored in a cupboard in the kitchen marked with a green and white "First Aid" sign

7. **Smoking** - no smoking within any of the Hall rooms.

8. **Supervision of children** - ensuring that any children under the age of 16 on the premises (including kitchen, store rooms, toilets, car par and court area) during the letting period are fully supervised at all times by one or more responsible adults. This also applies to use of the kettles/water heaters/cooker without the constant supervision of a responsible adult.

- a. **Please note – Bouncy Castles;** These are not permitted within the hall or the multi-sport court.
9. **Damages/Breakages** – please take reasonable care to ensure that no damage occurs to the Hall or equipment provided during the letting period. Any damage to the Hall, or breakages of the equipment provided, must be paid for. No notices/posters etc. to be stuck to the walls of the Hall using tape, pins or Blu-tack.
 10. **Maximum number of people** - ensure that no more than the maximum number of people allowed to use the premises for the use specified in clause 1 of this agreement is 70. This is to comply with the Fire and Safety Regulations and the Hall Insurance.
 11. **Risk Assessment** – Hirers will be asked to sign and comply with the risk assessment attached prior to using the hall. It must be left, signed in clear view.
 12. **Masks and hand sanitizer** – Whilst the regulations related to Covid-19 have been relaxed by the Government users should make use of the hand sanitizer provided. If users require masks they can be provided at a nominal charge.
 13. **Fire exit access and heater guards** - that both the main front door of the Hall and the **Fire Exit door remain accessible at all times** during the letting period, and that **no furniture or any other objects are allowed to be put in front of the doors** which may block access.

Licensees or their group must **not** remove the metal guards that surround the gas heaters in the main hall as they are there to prevent injury. Additionally, the Licensee must ensure that nothing is left on top of the heater guards, as this may become a fire hazard.
 14. **Alcohol, Music and Gambling Licenses** – the Licensee must ensure that they have applied for and obtained any necessary licenses for their intended use of the premises prior to the letting period, e.g. for the consumption of alcohol, theatrical performances, public dances etc. (The Village Hall Committee may be able to provide advice regarding this matter.)
 15. **Nuisance/Disturbance** – the Licensee should ensure that there is no undue nuisance/disturbance is caused to the owners/occupiers of neighbouring properties through their use of the Hall. Failure to comply with this clause will mean that the Licensee will not be allowed to hire the Hall again.
 16. **Car Parking on John Street** – Please ensure that **no vehicles** are parked outside the hall on John Street, since this may cause a dangerous obstruction to both vehicles and pedestrians. Traffic cones must extend from the Hall to the bungalow next door. Traffic cones are provided and the Licensee should place them safely along the roadside.
 17. **Cleaning/ Rubbish** - At the end of the letting period users must sweep the Hall floor (including the kitchen and WCs), and arrange for the **removal of all rubbish** from the Hall. Cleaning materials and bio bags for this purpose will be provided by the Village Hall Committee, and will be found stored in the kitchen drawer. Mops/bushes are stored in the Gents' toilet.
 18. **Storage of equipment** - At the end of the letting period must ensure that any Hall equipment which has been used is put away in the correct place, and that any of the Licensee's own equipment which they wish to store at the Hall is stored in the front store room. (A list of such equipment to be agreed and attached to this agreement.)
 19. **Locking up of the Hall etc.** - If the Hall is left vacant at any time during the letting period, the that **all lights, electrical appliances, heaters and taps are turned off and that all windows and doors are properly locked/secured**.
 20. **Inspection/Handover of key** - At the end of the, a member of the Village Hall Committee will arrange to meet the Licensee at the Hall to inspect the premises to return the key.

UTKINTON VILLAGE HALL - LETTING AGREEMENT

I HAVE READ AND UNDERSTOOD THE CONTENTS OF THE LETTING AGREEMENT AND WILL ABIDE BY ALL THE TERMS AND CONDITIONS THEREIN.

SIGNATURE - LICENSOR (VILLAGE HALL COMMITTEE MEMBER)		DATE	
SIGNATURE – LICENSEE		DATE	