
Hiring Agreement: **Condition of Hire Agreement ref No: Read 01**
Dated: **XX.XX.XX**
Parties: **Ashington Community Centre Trust and xxxxxx**

- (1) The Ashington Community Centre names in clause 1.2 acting by its committee of management
(2) The person organisation names in clause 1.3 ("Hirer")

AGREED as follows

- 1 The agreement between the above parties is set out in the following numbered clauses. The Premises Booking Form is annexed to this agreement. This agreement is subject to the Standard Conditions of Hire in force on the day of hire (see our website: <http://www.ashingtoncentre.co.uk/hall-hire-conditions-ashington.html>).
- 1.1 Date(s) and times required: see Premises Booking Form attached. Long-term Hire Agreements, or agreements with unspecified dates, will be subject to annual review by ACCT.
- 1.2 **Authorised representative for Ashington Community Centre Trust**
- | | |
|---------------------------|--|
| Authorised representative | Mrs M M Alford |
| Address | 19 The Sands
Ashington
RH20 3LQ |
| Telephone | 01903 892633 |
| Email: | margaretalford19@btinternet.com |
- 1.3 **Hirer**
- | | |
|--------------|--|
| Name | xxxname |
| Organisation | xxxxx |
| Address | xx, street,
xxtown,
West Sussex.
xxxx xxx |
| Telephone: | Home: xxxxx xxxxxx |
| | Work: xxxxx xxxxxx |
| | Mobile xxxxx xxxxxx |
| Email: | xxxx@xxxx |
- 1.4 Hire Fee (per Booking Form attached)
- Deposit £200
- The Hirer shall pay a deposit in accordance with the Booking Form attached. The balance of fee being payable 28 days before the hire in accordance with the Booking Form attached. 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 Community Centre about noise or other disturbance during the period of the hiring as a result of the hiring.
- Please note that all bookings will be regarded as provisional until full payment is made (clause 7a in the Standard Conditions of Hire).*
- Commercial use? No
- 1.5 Premises required - see attached booking form
- 1.6 Purpose / description of hiring xxx e.g. Wedding reception
- This will be a Private event
- 1.7 Is food (other than biscuits / cakes) to be provided at the event? Yes

- 2 The Community Centre 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	Licensed Times	Indicate intended activities (✓ or X)
A Boxing or wrestling entertainment	08:00 to 23:30	
B Indoor sporting events	08:00 to 23:30	
C The exhibition of films	08:00 to 23:30	
D The performance of dance	08:00 to 23:30	
E The performance of plays	08:00 to 23:30	
F The performance of live music	08:00 to 23:30	
G Entertainment similar to those in A to F	08:00 to 23:30	
H The playing of recorded music	08:00 to 23:30	
J The sale of alcohol	Mon-Sat: 12:00 to 23:00 Sun: 12:00 to 22:30	
K The provision of late night refreshment (hot food/drink) after 11 pm	Mon-Thurs: 23:00 to 23:30 Fri- Sat: 23:00 to midnight	

Note: the organiser will need to apply to Horsham District Council for a Temporary Event Notice if the event is intended to run outside the times above. Hirers will need their own PRS Licence in order to hold a dance or to exercise to music,

- 2.1 Have you indicated at 2J that alcohol will be available at your event? Yes
If you answer yes to the above question, you will need to seek written permission from the committee of Management in order for a bar to be provided by or arranged with the Community Centre's Designated Premises Supervisor or apply for a Temporary Event Notice to be given for the event.
- 2.2 Where a licensable event is to be held for the premises or that part of the premises, are not licensed the hirer shall be responsible for obtaining such authorisation as may be needed.
- 2.3 The Centre has a licence with the Performing Rights Society for the performance of copyright music.
- 3 The hirer agrees that an authorised representative of The Ashington Community Centre Trust has the right to be present during the hiring as well as agreeing to comply fully with this Hire Agreement which includes the standard conditions of hire and any special condition applicable as set out in the Booking Form attached.
- 4 None of the provisions of the 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

Signature Date: Mrs Margaret Alford (Secretary) on behalf of The Ashington Community Centre Trust	Signature Date: Mxxxxx Signed by or on behalf of the hirer
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- 5 Information Retention
ACCT will comply with all applicable legislation concerning the holding of personal data on IT or in paper form. We will need to hold the data gathering during a hire to act as contact details up to during and concluding a hire which includes payment and actions following the hire (e.g. checking the condition of hall and other deposit actions). We also need to hold data to act as an audit trail for the assessment of our accounts. ACCT would also appreciate your agreement below to hold the information to assist with subsequent actions such as a repeat hire.

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PREMISES BOOKING FORM**Organisation****Position/Office:** xxxx**Name:** Mxxxxnamexxx**Address:** xxxxstreet, xxxxtown, West Sussex. Postcode XXxx Xxx.**Cond of hire ref No:****Read 01****Phone:** xxxxx xxxxxx or xxxxx xxxxxx**Booking Requirements****Please tick box as appropriate**

Complete Building		Large Hall (inc. kitchen)		Alcohol Permit (£10)	
Large Hall & Stage		Small Hall		Mike & Sound system (£6)	
Meeting Room 2		Multi Sports Court + lights		Full stage lights (£10)	
Multi Sports Court		Admin & opening/ closing fee (£10)		Voile Curtains & Lights (£75)	
Recreation Ground & Pavilion		Business Package (£10)		Event cleaning service (£xx)	

Special requirements: xxx**When Required**

First Date	Last Date	Start time	End Time	Total Hours
e.g. 2.9.15	xxxx	6pm	9pm	18.5

Hire fees for this booking

Total hours	Rate £.p	Total £.p	
xx.x	£xx.xx	£xxx.xx	
	Alcohol permit	£	
	Agreed Extras	£	
	Deposit	£200.00	
	TOTAL	£xxx.xx	

1. ALL PRICES ARE SUBJECT TO REVISION AT THE DISCRETION OF THE MANAGEMENT COMMITTEE
2. STILETTO HEELS ARE NOT PERMITTED AS THEY CAN CAUSE SEVERE FLOOR DAMAGE
3. CLIENTS ARE RESPONSIBLE TO CLEAR THERE OWN RUBBISH AND RE-CYCLE THEIR BOTTLES
4. PLEASE ENSURE THAT THE PREMISES ARE VACATED AT THE END OF THE HIRE PERIOD
5. THE PREMISES MUST BE LEFT CLEAN NEAT AND TIDY

CANCELLATION (Para 8a, Standard Conditions of Hire)

If the hirer wishes to cancel the booking before the date then charges will be applied as per the Standard Conditions of Hire, which are currently:

More than 90 days prior - Full Refund payable

89 - 60 days prior - 50% of hire charges are payable

59 - 31 days prior - 75% of hire charges are payable

Less than 30 days - 100% of hire charges are payable

PAYMENT (Para 7a, Standard Conditions of Hire)

Full payment due 28 days in advance of booking. Please pay by BACS transfer - our preferred method of payment: Ref. Ashington Community Centre Trust, sort code 30-99-93, account number 01697394. Please mark your payment carefully so it can be credited to the right account.

Cheques should be made payable to Ashington Community Centre.

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