



# Hire Agreement

## Mini Methwold

### St George's Hall Complex

#### Methwold Parish Council

The Parish Office  
 St George's Hall Complex  
 The Parish Office  
 High Street  
 Methwold  
 Thetford  
 IP26 4NT

MPC Clerk; Mrs Rachel Buckle

Tel 07340162732 / 01366728513

[methwoldpc@outlook.com](mailto:methwoldpc@outlook.com)

[www.methwoldhallcomplex.org.uk](http://www.methwoldhallcomplex.org.uk)

Prior to completing this form, please contact the Parish Clerk to discuss availability and hire fees, either by using the booking enquiry form, email or phone. However, your booking will not be confirmed until this form and payment are received.

By completing this agreement and on receipt of payment, the hirer is entering into a legal contract with Methwold Parish Council, and agrees to all the terms and conditions set out in the Standard Conditions of Hire.

The hirer should complete the forms below and return to the Parish Clerk.  
 An invoice will be issued and payment will confirm the contract and booking.

Parties to the agreement

- 1 Methwold Parish Council, as owners and operators of St George's Hall Complex
- 2 The person or organisation named in the hire details

**AGREED** as follows:

1. Throughout this Agreement:
  - St George's Hall Complex is referred to as "we"; "our" is to be construed accordingly and "we" and "us" mean and include Methwold Parish Council, employees, volunteers, agents and invitees
  - the person or organisation named in the hire details 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 and seek consent from the Parish Clerk or, if the Parish Clerk is not available, any of our Chair or Vice Chair of Methwold Parish Council
2. In consideration of the invoiced hire fee, we agree to permit you to use the premises described in Section 2.2 for the purpose described in Section 2.3 for the period(s) described in Section 2.2. The details inserted in Sections 2.1 and 2.2 and the answers to the questions in Section 2.3 are terms of this Agreement. This Agreement is subject to the Standard Conditions of Hire for St George's Hall Complex, set out on our website or available from the Clerk.

Click or tab to move through the boxes when completing the form electronically.

2.1 Hirer’s details	
Organisation (if applicable)	
Name	
Address Line 1	
Address Line 2	
Address Line 3	
Postcode	
Phone	
Mobile	
Email Address	

2.2 Facilities and date required (tick or Y in the box) See plan on p7			
Date required (add multiple dates below)			
<b>FACILITY REQUIRED</b>	9.30am – 12.30pm <i>(Morning Session)</i>	12.30 pm – 2.30pm <i>(Afternoon Session)</i>	Weekend and After 3pm <i>(Out of hours Session)</i>
Mini Methwold (role play room)			
Children’s Party Room (the Enchanted Forest)			

Multiple dates	Session time <i>(If different to that listed on above)</i>	Function/activity <i>(If different to that listed in )</i>

<b>Section 2.3 Purposes of Hire</b>	
<i>Please see maximum permitted numbers below before completing the following sections</i>	
Type of function / activity (eg play session, children's party)	
Approx no. in attendance	
Do you intend to have a Bouncy Castle at the event? <i>Outside area only</i>	
If yes we will need the supplier's name and a copy of their public liability insurance details	
Is food to be provided at the event? <i>No food to be consumed in Mini Methwold role play room</i>	
Will there be exhibition of a film?	
Will live music be performed or recorded music played?	

#### 2.4 Hire Fee

Hire Fee	£ .
Deposit	£ .

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.

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

<b>Mini Methwold (role play room)</b>	<b>36 Persons Max (Including adults)</b>
<b>Children's party room (the Enchanted Forest)</b>	<b>36 Persons Max (Including adults)</b>

4. This Agreement gives permission to you for a performance of live music, the playing of recorded music, or an exhibition of a film but only in accordance with the Deregulation Act 2015.

You are responsible for ensuring that screenings of film abide by age classification ratings.

St George's Hall Complex is not licensed for the sale of alcohol and no alcohol may be served in Mini Methwold or the Children's Party Room

5. You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.
6. We and you hereby agree that the Standard Conditions of Hire for St George's Hall Complex (set out on our website or available from the Clerk) together with any additional conditions imposed under the Deregulation Act 2015 or that we deem necessary, form part of the terms of this Agreement unless we and you agree in writing.
7. 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.

To be completed by the person named at 2.1 above, duly authorised, on behalf of the organisation named at 2.1 above, where applicable. By completing and returning this form electronically, you are deemed to have signed the contract.

The contract will become legally binding once payment has been made.

<b>Name</b>	.
<b>Signature (leave blank if completing electronically)</b>	.
<b>Organisation if applicable</b>	.
<b>Date</b>	.

Signed on behalf of Methwold Parish Council

<b>Name</b>	.
<b>Signature (leave blank if completing electronically)</b>	.
<b>Date</b>	.