



# Hire Agreement

## St George's Hall Complex

### Methwold

<b>St George's Hall Complex</b>  16 High Street Methwold Thetford IP26 4NT	Methwold Hall Complex Charitable Trust Registered Charity: 1199307  <b>Administrator</b> Tel: 01366 728513(answerphone) Tel 07340162732 <a href="mailto:methwoldhallcomplex@gmail.com">methwoldhallcomplex@gmail.com</a> <a href="http://www.methwoldhallcomplex.org.uk">www.methwoldhallcomplex.org.uk</a>
---	--

*This hire agreement is for St George's Hall, the Fenton room, the 21 Room, Peggy's Room and the Spencer Room. For Mini Methwold and the Children's Party Room, please use the Mini Methwold hire agreement.*

Prior to completing this form, please contact the Administrator 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 Hall Complex Charitable Trust and agrees to all the terms and conditions set out in the Terms and Conditions of Hire.

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

#### Parties to the agreement

- 1 Methwold Hall Complex Charitable Trust, 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 Hall Complex Charitable Trust, 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 Administrator or, if the Administrator is not available, any of the Trustees of Methwold Hall Complex Charitable Trust.

### St George's Hall Complex Hire Agreement

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, set out on our website or available from the Administrator.

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

2.1 Hirer's details	
<b>Organisation (if applicable)</b>	
<b>Name</b>	
<b>Address Line 1</b>	
<b>Address Line 2</b>	
<b>Address Line 3</b>	
<b>Postcode</b>	
<b>Phone</b>	
<b>Mobile</b>	
<b>Email Address</b>	

2.2 Facilities required <i>(tick or Y in the box)</i> See plan on p7				
<b>DATE REQUIRED</b> <i>(for multiple dates see page 6)</i>				
<b>FACILITY REQUIRED</b>	8am – 12.30pm <i>(Morning Session)</i>	1.00pm – 5.30pm <i>(Afternoon Session)</i>	6pm – 10.30pm <i>(Evening Session)</i>	10.30pm to Midnight <i>(Late session)</i>
<b>Building 1</b>				
<b>St George's Hall</b>				
<b>Fenton Room</b>				
<b>Kitchen</b>				
<b>Spencer Room</b>				
<b>Building 2</b>				
<b>21 Room</b>				
<b>Kitchen</b>				
<b>Peggy's Room</b>				
<b>Car Park Only</b> <i>(Car Boot Sale etc)</i>				

## St George's Hall Complex Hire Agreement

<b>Other ( Please Specify)</b>			
--------------------------------	--	--	--

Section 2.3 Purposes of Hire	
<i>Please see room layout (p7) and maximum permitted numbers (p4) before completing the following sections</i>	
<b>Type of function / activity</b>	
<b>Approx no. in attendance</b>	
<b>Will your event feature the sale of alcohol?</b> <b>If yes please obtain permission from the Administrator See note 4 (iii)</b>  <i>You will need to provide details of a Temporary Events Notice for the sale of alcohol - contact the Borough Council</i>	
<b>Will tickets be sold for your event?</b>	
<b>Is food to be provided at the event?</b>	
<b>Will there be exhibition of a film?</b>	
<b>Will live music be performed or recorded music played?</b>	

### 2.4 Hire Fee

<b>Hire Fee</b>	£ .
<b>Deposit</b>	£ .

Damage deposit is £50.00 if no alcohol is present at the event. If alcohol is present a damage deposit of £150.00 will be applied.

When booking please make sure to allow sufficient time for setting up and clearing away. If your event overruns the session end time the damage deposit will be forfeited.

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.

## St George's Hall Complex Hire Agreement

Is this a commercial hire?	.
----------------------------	---

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

<b>St. George's Hall</b>	Closely Seated	<b>250</b> Persons Max
	Dancing & Seated	<b>185</b> Persons Max
<b>Fenton Room</b>	Closely Seated	<b>120</b> Persons Max
	Dancing & Seated	<b>90</b> Persons Max
<b>Spencer</b>	Small Meeting	<b>15</b> Persons Max
<b>21 Room</b>	Closely Seated	<b>120</b> Persons Max
	Dancing & Seated	<b>90</b> Persons Max
<b>Peggy's Room</b>	Closely Seated Dancing & Seated	<b>30</b> Persons Max

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.
- (i) You are responsible for ensuring that screenings of film abide by age classification ratings.
  - (ii) You agree that if regulated entertainment outside of the Deregulation Act 2015 is to be held you will obtain our consent to give notice of a TEN to the licensing authority.
  - (iii) **You agree to obtain our consent to give notice of your intention to provide alcohol at the event and to give notice of a Temporary Events Notice to the licensing authority.**

If you fail to comply with (i), (ii) or (iii) above, we will cancel the hiring without compensation. This is because there is a limit on the number of TENs that can be granted annually for any premises. Lack of co-operation could affect future events in the community.

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 (set out on our website or available from the Administrator, 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.

## St George's Hall Complex Hire 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 Hall Complex Charitable Trust

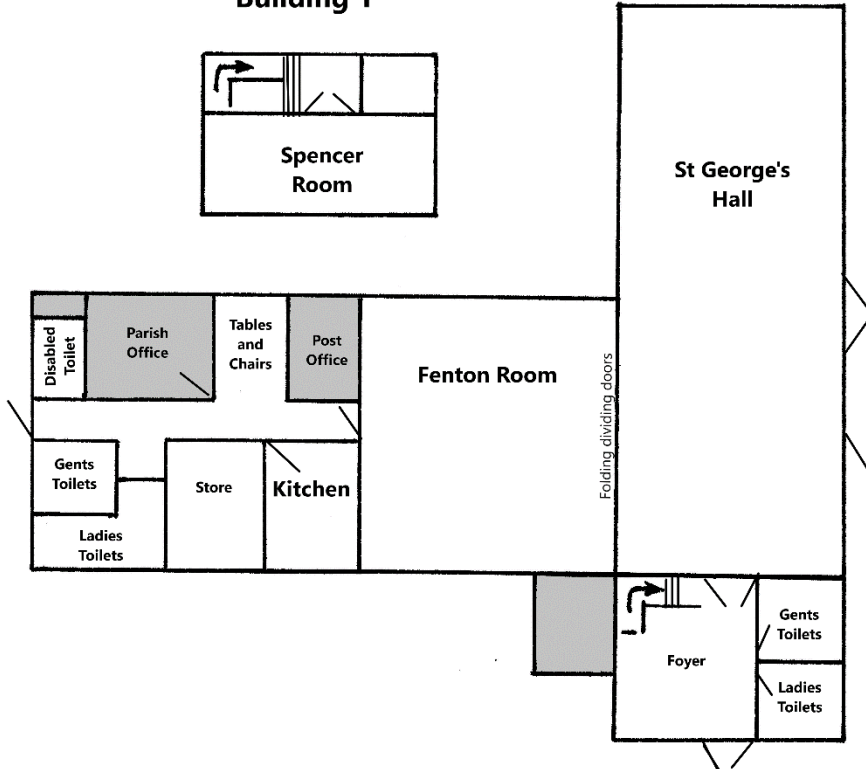
<b>Name</b>	.
<b>Signature (leave blank if completing electronically)</b>	.
<b>Date</b>	.

### St George’s Hall Complex Hire Agreement

<b>Multiple dates</b>	<b>Session time</b> <i>(If different to that listed on page 1)</i>	<b>Function/activity</b> <i>(If different to that listed on page 1)</i>

# St George's Hall Complex Hire Agreement

## Building 1



## Building 2

