

Utkinton Village Hall Letting Agreement

1. The Premises

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'.

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

2. The Fee

The fee for the use of the Hall (as detailed above) is £..... (£ Per hour), which will be payable in a sealed envelope in full either by cheque made payable to Utkinton Village Hall or by Cash and delivered to Graham Stewart, Breagha Sealladh, Tirley Lane, Utkinton, Cheshire, CW6 0JZ) at the start of the letting period or, by agreement against invoice if the group is to be held across a number of lettings.

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

3. The Tennis Court

The tennis court is **not** included in the letting agreement.

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.

5. Equipment

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

Item	Please tick to agree loan
(a) Crockery and glasses	
(b) Kettles and water heaters	
(c) Cooker	
(d) Fridge	
(e) Tables and chairs (which are stored at the back of the hall and in the front store room)	

6. **First Aid Box** - A First Aid box is stored in the 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.
9. **Damages/Breakages** - 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. **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.

They must **not** remove the metal guards that surround the gas heaters in the main hall as they are there to prevent anyone getting burnt by the heaters. Additionally the Licensee must ensure that nothing is left on top of the heater guards, as this may become a fire hazard.
12. **Alcohol and Music Licences** - ensure that they have applied for and obtained any necessary licences 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.)
13. **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*.
14. **Nuisance/Disturbance** - 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.
15. **Car Parking on John Street** - ensure that *no vehicles* are allowed to be parked 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.
16. **Cleaning/ Rubbish** - At the end of the letting period 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.
17. **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.)
18. **Inspection/Handover of key** - At the end of the letting period, 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 (VILLAGE HALL COMMITTEE MEMBER)		DATE	
SIGNATURE – LICENSEE		DATE	