

Serving the Community

Charitable Incorporated Organisation 1162816
Tel 07748 531275

Ripley Village Hall
High Street,
Ripley, Surrey
GU23 6AF

HIRE AGREEMENT RIPLY VILLAGE HALL (RVH)

Contact Administrator
Tel: 07748 531275 Email: info@ripleyvillagehall.org.uk

SECTION 1.

Date of Agreement	
Between	Ripley Village Hall (RVH) High Street Ripley, GU23 6AF

And the Hirer

Name of Organisation/Individual						
Contact Name						
Contact Address						
Contact Telephone						
Contact Email Address						
How do you wish to be contacted? <i>Please tick as required</i>	Email	<input type="checkbox"/>	Telephone	<input type="checkbox"/>	Post	<input type="checkbox"/>

SECTION 2.

Date(s) Required	Day	<input type="checkbox"/>	Month	<input type="checkbox"/>	Year	<input type="checkbox"/>
Single Session	Yes	No	Regular Session	Yes	No	

Please select single or regular sessions as required

SECTION 3.

Time Required	From	<input type="text"/>	To	<input type="text"/>
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SECTION 4.

Premises Required (Please tick)

Main Hall 1	<input type="checkbox"/>
Hall 2	<input type="checkbox"/>
Hall 3	<input type="checkbox"/>

THE BUILDING AND CAR PARK MUST BE VACATED BY 22:30 WEEKDAYS AND 23:30 WEEKENDS
WE RECOMMEND YOUR ACTIVITY OR FUNCTION ENDS 30 MINUTES PRIOR TO CLOSING TO ALLOW FOR
CLEARING AND LOCKING UP
RVH WILL DEDUCT £50 FOR EVERY 15 MINUTES IF THE HALL IS NOT VACATED ON TIME

IT IS AGREED AS FOLLOWS:

1. On Payment of the hire fee as set out in Clause 2 below, Ripley Village Hall (RVH) agrees to allow the Hirer use of the premises requested in SECTION 4 above for the purpose described in Clause 3 below for the date(s) and time(s) set out in SECTIONS 2 and 3 above. The details inserted in Clauses 2, 3, 4, 5 and 6 below are the terms of use for this agreement. This Hire Agreement includes the Standard Conditions of Hire attached and any special conditions of hire separately agreed as an addendum.

2. Hire Fees

One-Off Booking

The Hirer shall pay the full hire charge at the time of booking, together with a damage waiver deposit of £250 for each hall. A damage waiver deposit of £400 is required for parties and large events depending on the event and is at the discretion of the Trustees; the deposit is refundable within 28 days after the event. The booking is not guaranteed until payment has been received in full. In the event of cancellation, 30 days notice in writing is required and the damage waiver deposit and hire charge will be refunded in full less a cancellation fee of £20. If the Hirer gives less than 30 days notice in writing of cancellation, then the damage waiver deposit will be refunded in full, however the hire charge is non-refundable. Email is sufficient as evidence of written cancellation. An additional cleaning fee of £45 for the Main Hall, £25 for Hall 2 and £35 for Hall 3 will be added for parties and large events.

Regular Bookings

The Hirer shall pay quarterly/annually in advance the full cost of the hire for quarter/annual period.

Damage Waiver

The damage waiver will be refunded within 28 days of the termination of the period of hire, provided that the hall is left in a clean and tidy state for the next user, no loss or damage has been caused to the premises or contents, or complaints made to the Village Hall about noise or any other disturbance during the period of the hire, in particular late vacation of the premises or car park.

HALL HIRE FEE: £

DAMAGE WAIVER: £

3. Purpose of Hire

Please give a brief description of the activities or function you will be undertaking during the period of hire and approximate number of attendees.

4. Table & Chairs

Please state approximately how many of each is required.

Chairs	
Tables	

5. Storage of Equipment

No equipment or other items can be left in the hall.

6. Ripley Village Hall Charitable Commitments

RVH Trustees must fulfil their primary charitable obligations as set out in their governing document and agreed with the Charity Commission. In the event that the hall is required for charitable activities on the same

date/time as the Hirer, RVH reserves the right to cancel this agreement in writing not less than 28 days in advance to the Hirer.

In the event of such termination, RVH will refund any monies paid in advance to the Hirer without any liability for expenses, costs or losses incurred directly or indirectly as a result of the termination.

7. Ensuring Safety and Protection of Children, Young People and Vulnerable Adults

RVH Trustees have a legal obligation to ensure the safety and protection of vulnerable groups as set out in the Ripley Village Hall Policy and Procedures for Safeguarding Children, Young People and Vulnerable Adults, which is available on our website at www.ripleyvillagehall.org.uk. It is important that you read and agree to comply with our policy and procedures.

Groups and individuals hiring the hall are responsible for the safeguarding and protection of vulnerable groups in line with relevant legislation. RVH’s responsibility is to ensure that anyone who hires the hall to hold events or activities specifically for Children, Young People or Vulnerable Adults without a responsible Parent, Guardian or Carer present have made the appropriate levels of disclosure and have in place all necessary supervision and training. If you are planning to hire the hall for any activities involving protected groups on their own you may be asked to show the appropriate Disclosure and Barring Service (DBS) Certificate.

Groups which serve the under 3, 3 - 5 and 5 - 11 age groups will also need to provide evidence that they comply with the Ofsted guidelines for level of supervision.

I have read and comply with RVH’s Policy and Procedures for Safeguarding Children, Young People and Vulnerable Adults on the RVH Website
Please tick box

I have read and comply with RVH Health & Safety Policy on the RVH Website
Please tick box

I have read and comply with RVH Privacy Policy on the RVH Website
Please tick box

I have read and comply with RVH WIFI Policy on the RVH Website
Please tick box

I have read and comply with RVH Fire Safety Policy on the RVH Website
Please tick box

I have read and comply with RVH Standard Conditions of Hire on the RVH Website
Please tick box

Signed Date.....

DBS Certificate Seen (if requested)

Signed on behalf of RVH..... Date.....