

## 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](mailto:info@ripleyvillagehall.org.uk)

#### SECTION 1.

|                   |                                                              |
|-------------------|--------------------------------------------------------------|
| Date of Agreement |                                                              |
| Between           | Ripley Village Hall (RVH)<br>High Street<br>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?<br><i>Please tick as required</i> | Email |  | Telephone |  | Post |  |

#### SECTION 2.

|                  |     |    |                 |     |      |  |
|------------------|-----|----|-----------------|-----|------|--|
| Date(s) Required | Day |    | Month           |     | Year |  |
| Single Session   | Yes | No | Regular Session | Yes | No   |  |

*Please select single or regular sessions as required*

#### SECTION 3.

|               |      |  |    |  |
|---------------|------|--|----|--|
| Time Required | From |  | To |  |
|---------------|------|--|----|--|

#### SECTION 4.

Premises Required (Please tick)

|           |  |        |  |        |  |
|-----------|--|--------|--|--------|--|
| MAIN HALL |  | HALL 2 |  | HALL 3 |  |
|-----------|--|--------|--|--------|--|

**THE BUILDING AND CAR PARK MUST BE FULLY VACATED BY 22:30 WEEKDAYS AND 23:30 WEEKENDS.  
THE HIRE PERIOD ENDS AT THE TIME AGREED IN YOUR BOOKING AND THE PREMISES AND CAR PARK  
MUST BE VACATED BY THAT TIME.**

**WE RECOMMEND YOUR ACTIVITY OR FUNCTION ENDS 30 MINUTES PRIOR TO CLOSING TO ALLOW FOR  
CLEARING AND LOCKING UP.**

**RVH WILL DEDUCT £50 FROM YOUR DEPOSIT FOR EVERY 15 MINUTES (OR PART THEREOF) THAT THE HALL  
OR CAR PARK REMAINS OCCUPIED BEYOND THE END OF THE AGREED HIRE PERIOD.**

**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 subject to any deductions in accordance with this Hire Agreement. The booking is not guaranteed until payment has been received in full, and remains subject to Clause 7.

### **Cancellation**

If the Hirer wishes to cancel a booking, they must give written notice by emailing [info@ripleyvillagehall.org.uk](mailto:info@ripleyvillagehall.org.uk)

If such written notice of cancellation is given:

- a) 90 days or more before the date of proposed hire, the damage waiver deposit and hire charge will be refunded in full less a cancellation fee of £20:
- b) Less than 90 but more than 30 days before the date of proposed hire, 50% refund: and
- c) With 30 days' notice or less, then the damage waiver deposit will be refunded in full, however, the hire charge is non-refundable.

If RVH re-sells a cancelled booking then RVH may elect, in its absolute discretion, to refund such additional part of the booking fee as is equivalent to the amount received by the replacement booking.

### **Additional Cleaning Fees**

An additional cleaning fee of £50 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.

Regular bookings are only confirmed once payment is received for the relevant period. Time slots are not reserved unless payment has been made. All bookings remain subject to availability and RVH have the right to prioritise bookings in the best interests of the hall.

Regular bookings can be made in blocks or up to three months in advance.

### **Damage Waiver**

The damage waiver deposit will be refunded within 28 days of the end 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. Otherwise, RVH shall be entitled to deduct such amounts from the damage waiver deposit as it considers commensurate with the loss, damage and /or inconvenience suffered or which might reasonably be suffered by RVH.

**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, or if RVH otherwise deems it reasonably prudent or necessary to do so, RVH reserves the right to cancel this agreement by giving written notice 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. Booking Conflicts and Priority Use**

RVH welcomes both regular and one-off hirers. However, in the event of a booking conflict, RVH reserves the right to prioritise bookings in the best interests of the charity and the wider community. Regular use does not confer exclusive rights to a particular room or time.

### **8. 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](http://www.ripleyvillagehall.org.uk). It is important that you read and agree to comply with our policy and procedures (and by signing this agreement you confirm that you have read and do agree to comply with them).

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.....

**Next Review Date July 2027**