

BRADFIELD VILLAGE HALL HIRE AGREEMENT

This agreement is made between the BRADFIELD VILLAGE FELLOWSHIP MANAGEMENT COMMITTEE hereinafter called the MANAGEMENT and the HIRER on the due date (1) whereby in consideration of the sum(s) mentioned (4):-

- (A) The MANAGEMENT agrees to permit the HIRER to use the premises (5) for the purposes (6) and for the period(s) all described below:-
- (1) Date of Agreement
[Date here](#)
- (2) Authorized MANAGEMENT representative L. T. Russell
Address Thorn House, Low Bradfield, Sheffield. S6 6LB
Telephone No 0114-2851227
- (3) HIRER(S)
Authorized representative.....
Address.....
Telephone No.....
Organization (if applicable).....
- (4) Hiring charge (Cleaner £30 *Bar Ex £15)
[Charge here](#)
Payable on booking by
[Date here](#)
All cheque's, postal Orders, Cash payable to BRADFIELD VILLAGE FELLOWSHIP and sent to:- Mrs. L. T. Russell, Thorn House, Low Bradfield, Sheffield. S6 6LB
PLEASE INCLUDE PAYMENT WHEN RETURNING THIS FORM
**** Delete if option not required**
- (5) Premises:-
[All Rooms](#)
(a) Purpose of use.....
(b) Will there be a bar? (Yes or No) [Please confirm Start time](#)
© Will there be music or dancing? If so please provide details.....
(d) Please provide Name of Caterer.....
- (6)
- (7) Period of hiring:-
[Date here](#)
Hours
- (8) Maximum capacity of the Whole Hall is 200 which must never be exceeded
- (B) The HIRER agrees with the Management to observe and perform the provisions and stipulations contained or referred to in the MANAGEMENT Conditions of Hire for the time being in force as annexed hereto (an understanding of which the HIRER acknowledges) together with any special conditions set out in the Schedule overleaf:-
- As Witness the hands of the parties hereto:-
Signed by the person named at (2) above on behalf of the MANAGEMENT:.....

Signed by the person named at (3) above on behalf of the HIRER:-.....

BRADFIELD VILLAGE FELLOWSHIP
VILLAGE HALL

MANAGEMENT CONDITIONS OF HIRE

- 1 The Hire Charge applying at the time of the USE of the Hall shall be the amount payable. If the HIRER wishes to cancel the booking before the date of the event and the MANAGEMENT is unable to re let, the MANAGEMENT reserve the right to make a charge.
- 2 The HIRER will during the period of the hiring be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity including supervision of car parking arrangements, so as to avoid obstruction of any exit (emergency or otherwise) and of the highway.
- 3 The HIRER shall not subject or use the premises for any unlawful purpose or in any unlawful way, nor do anything or bring on to the premises anything which may endanger the same or any insurance policies in respect thereof.
- 4 The Hall has a premises license under the licensing act 2003. The MANAGEMENT is responsible for returns to the Performing Rights Society. The HIRER will provide the MANAGEMENT with all information pursuant to the compliance with this license and to enable satisfactory returns to the Performing Rights Society to be made. The HIRER shall be responsible for observance of all regulations imposed by the license, the regulations of which are displayed in the Main Entrance.
- 5 The HIRER shall indemnify the MANAGEMENT against the cost of repair of any damage done to any part of the property, including the curtilage thereof or the contents of the building during the hiring.
- 6 At the end of the hiring period the HIRER is expected to leave the premises and surrounds in a tidy condition and any item temporarily removed from its usual position should be properly replaced. Users of the kitchen facility are requested to remove from the premises all bottles, containers, confectionery, trays etc. at the end of the hiring period, also any decorations etc within any part of the hall otherwise the MANAGEMENT reserve the right to charge for such removal or disposal.
- 7 The HIRER shall agree to terminate the proceedings at such a time as will allow of the hall being vacated at the hour stated on the application.
- 8 The MANAGEMENT reserves the right of entry to the Hall at all times.
- 9 If a bar is required the HIRER must use the Managements Bar.

No Alcohol must be brought into the hall.

Please inform your guest that if they look under the age of 21 to bring photo ID as they will not be served with Alcohol unless proof of age can be determined. Accepted ID are:-

- **A photo driving licence**
- **A passport**
- **A proof of age scheme card which carries the PASS logo**

- 10 This Hire agreement is for the use of the Village Hall only. If you are requiring the use of the field for sporting events etc. please contact Mrs. P. Crawshaw Tel: 0114-2851377

- 11 Fire extinguishes are provided within the hall situated at each exit doors along with Fire alarm activators. In case of Fire activate the alarm and instruct your guest to evacuate the building (See Fire Procedure Instructions by the emergency exits) and call the Fire Brigade. Telephones can be located in the main entrance of the hall (Note four nines have to be dialled 9999) or at the Post Office at Woodfall Lane (999).
- 12 It is the HIRERS responsibility or their nominated caterer to comply with all Food Hygiene & Health and Safety policies set out by The Food Standard Agency and Trading Standards. Copies of the policies, advice and help can be obtained from The Food Standard Agency [Tel: 08456060667](tel:08456060667), [e-mail foodstandards@ecgroup.uk.com](mailto:foodstandards@ecgroup.uk.com) or [Web Site www.food.gov.uk/cleanup](http://www.food.gov.uk/cleanup).
It is expected that your caterer washes all Crockery & Cutlery used and leaves the kitchen clean & tidy.
- 13 **Environmental Protection Service has applied conditions on amplified music as follows:-**
1. No amplified sound or Live Music to be played **OUTSIDE** the premises after 20:00 (8pm) hours.
 2. All windows and doors are to be closed after 22:00 (10pm) hours except for access and egress when amplified music is present in the hall. **(Noise Controller in operation which is connected to the doors; this will cut the music off if the door is opened after 8pm and also if the noise level inside the building is too high)**
 3. Noise should be inaudible at the nearest property after 23:00
 4. Please ask your guest to respect the local residents by not making excess noise when leaving the area.

The HIRER is responsible for taking measures to comply with the above.

- 14 The HIRER must make sure that any electrical equipment brought into the hall is in good and safe working order. **Please Note that RCD's or fitted in the building and will trip out if faulty equipment is plugged in.**

CHILDREN'S PARTY

The HIRER will take all responsibility for the safety of children who attend the party and make sure that entertainers who they hire or suitable for the purpose. NO ALCOHOL permitted in the building on children's parties. All aspects of The Children's Charter must be adhered too; please contact Sheffield City Council if you are unclear on what is required.

- 15 **The Hire of any Bouncy Castle or such like is the responsibility of the Hirer. We advise you to have someone supervising the use of this type of equipment at all times and take adequate insurance for any damage or injury that may occur. The Village Hall will not be held liable for the receiving of the item so you should make sure that you organize the delivery at the start of your booking time.**

Note:- **Keys can be picked up On The Day of Hire from Bradfield Post Office Opening Hours 8:30am-7pm Mon-Sun) Please take the enclosed key form with you to pick the keys this contains instructions for the post office staff to give you the correct keys and alarm code, also note the collection time on the form.**



Key Form

To the post office staff

Please could you supply the **BLUE or RED** Set of keys to the bearer of this form.

Keys may be collected from the Post Office on the

Date

Time

and returned to the **Bar Staff**. If there is no bar then:- return to the Post Office at the end of the event or the next day before 10:30am if the event ends later than 7pm.

Signed by the person named at (2) above on behalf of the MANAGEMENT