

Adderbury Parish Institute Hiring Agreement

DATED: [red box] enter today's date

PARTIES: 1) Adderbury Parish Institute 2) [red box] enter your name, or the organisation name in 2)

- (1) The community building named in clause 1.2 known as Adderbury Parish Institute acting by its management committee ("API").
(2) The person or organisation named in clause 1.3 ("Hirer").

AGREED as follows:

1. In consideration of the hire fee described in clause 1.4, the API agrees to permit the Hirer to use the premises described in clause 1.5 for the purpose described in clause 1.6 for the period(s) described in clause 1.1. The details inserted in sub-clauses 1.1 to 1.6 below and the answers to the questions in sub-clauses 1.7 and clause 2 are terms of this agreement. This Hire Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

1.1 Dates(s) required:

Start Day (eg. Monday) [red box] Start Date (dd/mm/yyyy) [red box]
Time access to API required [red box]
End Day (eg. Monday) [red box] End Date (dd/mm/yyyy) [red box]
Time API vacated / key returned [red box]

1.2 Adderbury Parish Institute

(a) Registered Charity No: 277716
(b) Authorised Representatives: Mrs Sandra Shallis
Address: Rose Cottage, Cross Hill Road, Adderbury, Banbury, OX17 3EG
Telephone Number: 01295 810647

1.3 Hirer:

(a) Name: [red box]
(b) Organisation: [red box]

(c) Name of Organisation's Authorised Representative:

Address:

Contact Telephone Numbers:

Contact E-mail Address:

Is this commercial / business use

Is this charitable use

If yes give details (including charity number):

1.4 Calculation of your hire fee:

- Work out the total number of hours of your booking between the start and end dates as you have specified in 1.1 above. Round up any half hours. Our bookings are all for a minimum of 2 hours. **Please do not include any hours on a Friday or Saturday evening between 6pm and midnight.** ENTER THE TOTAL NUMBER OF HOURS IN BOX A. This number must be 2 or more unless your booking runs in to Friday or Saturday evening after 6pm in which case it may be 1 or 0 .
- Count up the total number of Friday and Saturday evenings (**not hours**) between 6pm and Midnight which your booking includes. ENTER THIS NUMBER IN BOX C.
- If you are a charity or non-profit organisation as detailed above ENTER £6.50 IN BOX B. Otherwise if you are a business ENTER £10.00 IN BOX B.
- ENTER £80 IN BOX D unless you are one of Adderbury Institute's approved regular users in which case please ENTER £39 IN BOX D.
- Calculate Box A * Box B.
- Calculate Box C * Box D.
- Complete further boxes below as instructed.

	Box A (hours)		Box B (rate)		A * B (off peak total)
Off peak usage		*		=	
	Box C (evenings)		Box D (rate)		C * D (peak total)
Peak usage		*		=	

Total Hire Fee *(total of two boxes above)*

Box E

Deposit to be paid with this booking *(50% of box E)*

Box F

The balance of fees being payable shall be paid a **minimum of 14 days prior** to the conclusion of the event for which the premises are hired (the deposit having been paid on the signing hereof).

Balance to be paid a minimum of 14 days before the event *(box E - box F)*

Box G

A special deposit is required in the following circumstances:

- for any single event where alcohol is to be served: £150

- for any single event where alcohol will not be served: £50

At the discretion of API regular users do not need to pay any special deposit.

The special deposit must be paid prior to the release of keys for access to the building. This special deposit will be refunded 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, the premises were left in a good state of cleanliness, and no complaints were made to the API about noise or other disturbance during the period of the hiring as a result of the hiring.

If you are providing alcohol at your event please enter £150 in box H; for other events without alcohol enter £50; regular users enter £0.

Special Deposit you must pay before access will be granted.

Box H

1.5 Premises

Whole of hall:

YES / NO

If part of hall please specify:

Please detail if you require the temporary storage of and equipment:

1.6 Purpose/description of hiring

Is this a public or private event?

1.7 Is food (other than biscuits/cakes) to be provided at the event?

2.1 The API has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. Please confirm which licensable activities will take place at your event:

Activity	The hall is licensed for	Times for which the activity is licensed	Indicate activities to take place at your event
a. The performance of plays (indoors)	Yes	Sunday to Wednesday 9am to 11pm Thursday to Saturday 9am to midnight	
b. The exhibition of films (indoors)	Yes		
c. Indoor sporting events	Yes		
d. Boxing or wrestling entertainment	Yes		
e. The performance of live music (indoors)	Yes		
f. The playing of recorded music (indoors)	Yes		
g. The performance of dance (indoors)	Yes		
h. Entertainments similar to those in e, f or g (indoors)	Yes		
i. Making music (indoors)	Yes		
j. Dancing (indoors)	Yes		
k. Entertainment similar to those in l – j (indoors)	Yes		
l. The provision of hot food/drink after 11pm	No	N/A	N/A
m. The sale of alcohol	Yes	Sunday 11am to 10.30pm; Monday to Wednesday 11am to 11pm; Thursday to Saturday 11am to midnight ONLY if agreed by API management committee	

2.2 Is it your intention that alcohol will be available at your event?

If you answer yes to the question 2.1 you will need to seek written permission from the management committee for them to agree this request under the terms of the API sale of alcohol licence. **Please see the document Adderbury Parish Institute Hiring Agreement – Sale of Alcohol.**

2.3 In order to hold a licensable activity not covered by the API’s Premises Licence a Temporary Event Notice (TEN) will need to be given to the licensing authority.

The Hirer shall obtain the written consent of the management committee on the form provided for this purpose before giving the licensing authority a TEN. Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENs which can be granted annually for any premises. Lack of co-operation could affect future fundraising by the hall management committee and local voluntary organisations.

3.1 Please enter the title of your event as you wish it to be displayed on our website (or write PRIVATE if you don't want a title published).

[Red-bordered empty box for event title]

3.2 Please enter any details of your event as you wish them to be displayed on our website (or leave blank if you don't want any details published).

[Red-bordered empty box for event details]

4. The Hirer agrees with the API to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.

5. It is hereby agreed that the **Adderbury Parish Institute Hiring Agreement - Standard Conditions of Hire** together with any **Adderbury Parish Institute Hiring Agreement - Sale of Alcohol** shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the API and the Hirer. I confirm that I have read, understood and accept the detail within these documents.

6. 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.

Signed by the person named at 1.2(b) above, duly authorised, on behalf of the API's Management Committee:

[Black-bordered empty box for signature]

Signed by the person named at 1.3(a) above or at 1.3(c) above, duly authorised, on behalf of the organisation named at 1.3(b) above, where applicable. In the case of electronic submission please type your name in this box.

[Red-bordered empty box for typed name]