

## **Regular User Hiring Agreement**

**Person responsible for hire:-**

**Name:**

**Address:**

**Contact Phone:**

**Email Address:**

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### **Regular user of the Odcombe Village Hall**

The committee would kindly ask you to make your bookings for the entire year. A reminder will be sent to you annually at the beginning of the calendar year, unless you inform the Booking Secretary that it is no longer required.

**To secure your booking kindly return your completed form via email to :-  
[odcombehallbookings@gmail.com](mailto:odcombehallbookings@gmail.com)**

Please read and complete the following special conditions, in conjunction with the Standard Conditions of Hire, before signing and returning the form.

Please remember that the hire period includes all preparation and clearing time for your activity and can only be occupied between the agreed times.

**The hourly rate will be £16.00 for non-residents of the village. The price for residents is available on application. Invoices will be emailed to you at the beginning of each month, for the previous months use.**

**Payment is due within 14 days of the invoice receipt without exception.**

**N.B.** Cancellation of any pre-booked dates to be notified to the Booking Secretary with a minimum of **21 days' notice**. Failure to do so may result in the time being charged to your account.

Payment Method:

BACS: Please quote the invoice number: Account No: 68796676 Sort Code: 60-24-37

When you have made your payment, please notify the Booking Secretary on [odcombehallbookings@gmail.com](mailto:odcombehallbookings@gmail.com) quoting your invoice number as the subject of your email.

You will need to provide your own tea towels, oven gloves, table linen, rubbish bags etc. At the end of your event:-

- **All rubbish must be removed from the building and disposed of by the hirer**, including waste from caterers or a bar. **Failure to do so will incur a charge of £25.**
- Please leave the hall and toilets in a clean and tidy condition including emptying all the bins (as found).
- Please sweep the polished floor. Do not wash it unless a spillage has occurred which should be dealt with promptly to avoid damage to the floor.

# Odcombe Village Hall

Old Road, Higher Odcombe, Yeovil, BA22 8XP  
Charity No: 304602

**Licensable Activity** – please mark with an **X** any activity that applies to your booking

	<b>Activity</b>	<b>Times for which the activity is licensed</b>	<b>Indicate activities to take place at your event</b>
A	The performance of plays	12:00 to 23:00	
B	The exhibition of films	12:00 to 23:00	
C	Indoor sporting events	09:00 to 23:00	
D	The performance of live music	09:00 to 23:00	
E	The playing of recorded music	09:00 to 23:00	
F	The performance of dance	09:00 to 23:00	
G	Entertainments similar to those in A – F	As shown in similar event A – F above	
H	The supply of alcohol	10:00 to 00:00	

Have you indicated at H above that alcohol will be available at your event? **Yes/No**

If you answer **Yes** to the above question you will need to advise the Booking Secretary before you arrange for a bar to be provided.

**There is no obligation on the village hall committee, which has a Premises Licence including the sale of alcohol, to provide a bar for any hiring or to allow you use under our licence. If the committee grants permission it will be given to you in writing.**

However, if permission is not granted you will need to contact the local licensing authority (01935 462462) for a Temporary Event Notice (TEN). Please inform the booking secretary if you intend applying for 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 fund-raising by the hall management committee and local voluntary organisations.

I/We have read and agree to abide by the terms and conditions for the hire of Odcombe Village Hall. I/We accept receipt of a front door key for Odcombe Village Hall to be used on dates as agreed on this hiring agreement and agree to inform you should I/We misplace the key.

Any group or organisation found to misuse the privilege of having a key by accessing the hall before their booked time, staying beyond their booked time or making use of the hall at a time they have not booked, will be asked to return their key. Any infringement of these terms and conditions may result in the booking being terminated.

**Signed:**

**Print your name:**

**Date:**

**On behalf of** (organisation/business):