STRUMPSHAW
PARISH
COUNCIL

HIRING AGREEMENT FOR STRUMPSHAW COMMUNITY HALL

THIS AGREEMENT is made on the date (1) and between the COUNCIL (2)
and the HIRER (3) named below whereby in consideration of the sum(s}) mentioned (4):

A. THE COUNCIL agrees to permit the HIRER to use the premises (5) for the purpose (6) and for the period (7) all described below. The HIRER acknowledges that the details inserted below and the answers to the questions below are terms of this agreement.

1. Date

2. Strumpshaw Parish Council acting through its duly appointed sub-Committee, Strumpshaw Community Hall Committee, hereinafter referred to as " the CHC" :
Authorised representative:
Address:
Tel. No.:
Email for Bookings:

3. Hirer:
Name (Responsible Person):
Organisation (if applicable):
Address:
Tel. No.:
Email address:

4. (1) Hiring Fee £ payable in full at least seven days before the event

(2) Special Deposit £ if requested, payable on the signing of this agreement.

A Special Deposit will normally be charged of an amount determined by the CHC
The Special Deposit will be refunded within fourteen days of the event provided that all conditions of the hire have been met.

5. Premises: Strumpshaw Community Hall and Car Park, together with any designated outside space agreed between the CHC and the Hirer on Mill Road, Strumpshaw NR13 4FS

6. Purpose of Hiring:

This will be a public / private event* (Delete as applicable)
Will food be provided at this event? Yes/No
Will the event require access to outside space? Yes/No
Will the event require music? Yes/No
(NOTE: There is no licence for the sale of alcohol at the Premises. Such sales must be organised through a personal licence holder authorised by the licensing authority and approved by the CHC)

7. Period of Hiring: Date(s):
Hours:

(1) Hirers are allowed 15 minutes prior to the time booked and 15 minutes afterwards to set up and clear up without additional charge.
(2) It is a requirement of the hire that all music will end by 22:45 hours and the function will end by 23.00 hours.

B. (1)THE HIRER agrees with the CHC to observe the provisions and stipulations contained or referred to in the CHC's "Standard Conditions of Hire" for the time being in force as annexed hereto (an understanding of which the Hirer acknowledges) together with the Special Conditions set out in the Schedule (if any). It is hereby agreed that the Standard Conditions and any Special Conditions shall form part of the Hiring Agreement unless specifically excluded.
By proceeding with the booking the Hirer is deemed to have accepted these Standard and any Special Conditions of Hire.

(2) The HIRER acknowledges that the instructions by the CHC referred to in Clause 9 of the standard Conditions of Hire will be given prior to the commencement of their first hire.

(3) The HIRER acknowledges that CHC works with Norfolk Constabulary sharing information on bookings to prevent crime and disorder.

(4) The HIRER agrees not to exceed the maximum permitted number of people per room including the organisers/ any performers: 70 people seated or100 standing.

(5) The HIRER agrees with the CHC to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hiring Agreement.

(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.

((7) As Strumpshaw Community Hall is managed on behalf of Strumpshaw Parish Council by the CHC. Personal data collected in connection with Hall bookings is processed by the CHC on behalf of Strumpshaw Parish Council.

The CHC uses personal data for the purposes of managing the Premises, administering bookings and finances, organising and promoting events at the Premises, managing contractors, suppliers and inspectors, arranging maintenance, repairs and statutory inspections, complying with legal and regulatory obligations and carrying out fundraising activities.

In accordance with Strumpshaw Parish Council's GDPR Privacy Policy, personal data may be retained for up to 7 years for accounting purposes and for longer where required by law, the Premises insurers or other regulatory requirements.

The Hirer should contact the Parish Clerk at Strumpshaw Parish Council at clerk@strumpshaw-pc.go.uk if there are any questions about the personal data held or to exercise data protection rights.

Signed by the person named in 2 above.....

Signed by the person named in 3 above.....