

# Westbury-sub-Mendip Village Hall

Charity No. 274149

## Hiring Agreement from February 2025



THIS AGREEMENT is made on the date D (2) below between the VILLAGE HALL COMMITTEE and the HIRER (2) named below whereby in consideration of the sums(s) mentioned (3) :

1. Send completed form to Pete Munday (Booking Clerk)  
MENDIP VIEW, STOKE ROAD, WESTBURY-SUB-MENDIP, BA5 1HD  
Tel No: 07941 396980 e-mail: [westburyvillagehall1913@gmail.com](mailto:westburyvillagehall1913@gmail.com)

2. HIRER

a. Organisation .....

b. Authorised representative (organiser) .....

Address.....

Tel No: ..... e-mail address: .....

3. HIRING FEE To be filled in by booking clerk as agreed with Hirer. A deposit may be asked for.

Hire Fee £ .....

Less Deposit £ .....

Balance £.....

Payable on or before the conclusion of the event.

*Cheques payable to **Westbury-sub-Mendip Village Hall***

*BACS: Sort Code: 30-99-29; a/c no. 00492024*

4. PREMISES: Whole of the Village Hall  
Do you want to use the White Crockery/ Cutlery? ..... (This belongs to the Friendly Society and its use is by donation of £10 to them.)

5. PURPOSE of Hiring .....

6. PERIOD of Hiring: a) Date(s) ..... Time (public hours) From: ..... To: .....

Preparation/Clearing up times .....

OR b) regular booking (see below \* under (C) for further information):

First date:

Regularity (weekly/monthly etc):

- A. THE HIRER agrees with the COMMITTEE to observe and perform the provisions and stipulations contained and referred to in the Committee'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 overleaf.
- B. ALCOHOL Will you be applying for a Temporary Event Notice (TEN) to sell ALCOHOL? YES/NO. Please circle  
See overleaf for more information about TENs and how to interpret the word SELLING in this context.
- C. THE VILLAGE HALL COMMITTEE agrees to permit the hirer to use the premises (4) for the purpose of (5) and for the periods (6) all described above. \*Subsequent bookings in a series may be made on separate sheet. The form and other sheets will be returned signed as confirmation of booking. Any change of organiser will require a new agreement.

Signed (1) .....Hirer Date: .....

Signed (2) .....The Booking Clerk. Date: .....

## SCHEDULE OF SPECIAL CONDITIONS

MEMBERS of the committee have right of entry during functions

EVENTS must end by 11.00pm. 12 midnight on Saturdays

HEATING AND LIGHTING are included in the hire charge

- HEATING
  1. **DO NOT TOUCH programmer** in the bar area. LEAVE IT SWITCHED ON to Auto.
  2. **Thermostat** is in the Hall, to the right of the internal kitchen door. Set it to your required temperature (eg 20°C).
  3. **Timer** is set to be on 8.30am to 12.30 noon and 5.30 – 9.30pm. **IF HEAT IS NEEDED OUTSIDE THESE HOURS** use the “extra hour” button, or the fans, on the east wall of the Hall (i.e. bar end)

**Kindly put the thermostat to 12 to 15° C before leaving the building.**

- ALCOHOL

You must apply for a Temporary Event Notice (TEN) if you are **selling** alcohol. This must be obtained no later than 9 working days before the event, and can be done online,.

The new version of the TEN Application form is available from Mendip District Council:

Tel: 01749 648999 (ask for Licensing Dept.)

**<https://www.mendip.gov.uk/article/7554/Temporary-Event-Notice-TEN->**

**Selling** means any circumstance where money is changing hands for alcohol. This could mean via a raffle ticket, a purchased – or donated – ticket that includes a free drink. All count as sales and must be covered by a Temporary Event Notice. The Hirer and the Village Hall Committee could face prosecution if found guilty. *If in doubt*, ask your guests to bring their own drinks with them.

- ACCIDENTS

All accidents must be recorded in writing in either the accident book (located with the Booking clerk 07941 396980). or if serious enough for an ambulance, by filling in an accident report form F2508. See the Booking Clerk for details.

## FIRE REGULATIONS

- **Demonstrate fire escape routes – through front door, through storeroom, through kitchen (unbolt and unlock this door during event and bolt and lock afterwards!)**
- **Please keep hatched escape route in Storeroom clear at all times!**

## KITCHEN

- **Dishwasher:** if required, ask for instructions
- **Cleaning surfaces:** only use soapy water. No abrasives
- **Tea Towels:** bring your own and take away with you afterwards
- **Rubbish:** bring your own bags and remove all rubbish at end of event. No rubbish to be left overnight.
- **Ceramic hob:** take note of instructions provided – NOTHING TO BE STORED ON THE HOB SURFACE
- **No food to be stored** in the kitchen overnight unless in the fridge or by special arrangement.

## DEPARTURE

- **Tables: If used**, 8 small tables should be wiped clean and left stacked in the store with larger tables; the other 4 small tables in alcove to store door.
- Please sweep or vacuum the Hall floor. (Brush and vacuum in foyer cupboard.)
- Foyer and toilets should be left neat and tidy.
- **Lock and bolt** the outside door into the kitchen.
- When the event is finished **please leave as quietly as you can.**

## GENERAL

- **No posters** or decorations to be affixed to the walls **IN ANY WAY**
- Please consider the residents who live nearby. Do not block driveways, or park on grass verges etc.