

**WHITTLEBURY READING ROOM
HIRE AGREEMENT**

DATED:

BETWEEN: The Managing Trustees of Whittlebury Reading Room & Playing Field Charity [The Trustees]
AND The Hirer:

Name & Address:
Contact Phone:
E-mail Address:

AGREED as follows:

1. In consideration of the fee described in clause 1.2, the Trustees agree to permit the Hirer to use the premises described in clause 1.2 for the purpose described in clause 1.3 for the period(s) described in clause 1.1. This Hire Agreement also includes the annexed Standard Conditions of Hire.

1.1 Date Required:

Times Required:

1.2 Fees

The hire fees payable are as follows:

Premises Description	Regular Users £/hr	Non Resident £/hr	Resident £/hr	Total Hire Hours	Total Due
Main Hall - including kitchen & Kingston Room		£20.00	£10.00		£
Main Hall – including kitchen (non exclusive)		£15.00	£8.00		£
Kingston Room & use of kitchen (non-exclusive)		£10.00	£5.00		£
Deposit (see below) (£50)					£
Total Due prior to collection of keys					£

For parties/discos and other similar events, a cash deposit of £50.00 will also be required before the keys are collected. This deposit will be refunded within 14 days provided that no damage or loss has been caused to the premises and/or contents, nor complaints made to the Trustees about noise or other disturbance during the period of the hiring and the premises are left in the same condition as at the start of the hire and everything in its right place.

1.3 Purpose/Description of Hiring

- 2. It is a condition of the hiring that food must **NOT** be PREPARED on the premises.
- 3. No decorations to be put up or attached to walls without prior consultation with the Trustees (via key holder).
- 4. The Hirer must be over 18 and agrees with the Trustees to be present during the hiring and to comply fully with the Hire Agreement. The Hirer will be solely responsible for the premises and for the conduct of users of the facility. It is essential that all users conduct themselves in an acceptable manner. In addition to the Hirer there shall be a minimum of THREE competent attendants on duty at the premises to assist people entering and leaving, none of whom shall be less than 18 years of age.
- 5. The number of persons inside the Reading Room at any one time shall NOT exceed 80 seated or 100 standing.
- 6. The Reading Room has a licence with the Performing Rights Society for the performance of copyright music and a Premises Licence authorising the regulated entertainment and licensable activities at the times indicated on the following page. Please complete the right hand column on that page as appropriate.

Signed by the Hirer named above:

Signed by the person duly authorised,
on behalf of the Trustees:

Reading Room Registered Charity Number - 252683
Authorised Representative and Key Holder:
Mrs Linda Williams, 11 High Street, Whittlebury, NN12 8XH

Tel: 01327 857155

Times for which licensed	Activity	Tick the activities that will take place at your event
Monday to Friday 18:00 to 23:00 Saturday 14:00 to 23:00 Sunday 18:00 to 23:00	a) Plays & Films	
Monday to Sunday 10:00 to 23:00	b) Indoor sporting events and performance dance	
Monday to Friday 18:00 to 23:00 Saturday 12:00 to 24:00 Sunday 12:00 to 23:30	c) Live and recorded music and the provision of facilities for making music	
Monday to Friday 10:00 to 23:30 Saturday 10:00 to 24:00 Sunday 10:00 to 23:30	d) Provision of facilities for dancing	
Monday to Friday 12:00 to 23:00 Saturday 12:00 to 23:30 Sunday 12:00 to 23:00	e) Supply of alcohol – by sale	
Monday to Friday 12:00 to 23:00 Saturday 12:00 to 23:30 Sunday 12:00 to 23:00	f) Supply of alcohol – free of charge	

6.1. If either or both boxes, e) and f) above, have been ticked, please complete the following statement:

I,, agree to be the person responsible for the distribution of alcohol during the event dated and agree to abide by the Licencing Act 2003.

Signed

The holder of the premises licence and the designated premises supervisor when the supply of alcohol is authorised is:

C Sargeant, The Lawn House, 40 High Street, Whittlebury, Northants. NN12 8XJ

Please note that there is no licence for TV receivers, which must not be used on the premises.

No Access to the premises is available before 8:00am