

# Whiting Bay Village Hall Hiring Agreement

This agreement is made on the date(1) and between the **Committee(2)** of Whiting Bay Village Hall and the **Hirer(3)** named below whereby in consideration of the sum(s) mentioned(8).

**A.** The **Committee** agrees to permit the **Hirer** to use the premises(5) for the purpose(4) for the period(s)(6) all described below, namely:

1. Date: .....

2. Whiting Bay Village Hall Committee  
Authorised Representative:  
**Sandy McGovern**  
**Ashton, Whiting Bay**  
**Isle of Arran, KA27 8QS**  
Tel. **01770 700445**

3. Hirer/ Organisation: .....  
Address: .....  
.....  
.....  
Tel: .....

4. Purpose of hire: .....

5. Premises required (tick all that apply):

- |                                    |                                         |                                         |
|------------------------------------|-----------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Main Hall | <input type="checkbox"/> Lesser Hall    | <input type="checkbox"/> Kitchen        |
| <input type="checkbox"/> Stage     | <input type="checkbox"/> Dressing Rooms | <input type="checkbox"/> Sandbraes Park |

6. Period of hiring: Date(s): .....  
Times: ..... to .....  
Block booking: ..... to .....

7. Additional equipment required:

- |                                       |                                   |                                         |
|---------------------------------------|-----------------------------------|-----------------------------------------|
| <input type="checkbox"/> Crockery     | <input type="checkbox"/> Cutlery  | <input type="checkbox"/> Table Linen    |
| <input type="checkbox"/> Chair Covers | <input type="checkbox"/> Small PA | <input type="checkbox"/> Electric Piano |

*Stage Lighting can be hired through Whiting Bay Club of Drama & Music: 01770 700406  
Larger PA systems can be hired through Arran Events: [www.arranevents.com](http://www.arranevents.com)*

**NB. Confirmed booking requires a deposit 10%. All bookings require a deposit of £50\*. Cancellations must be made 7 days in advance.  
\*(subject to Clause 12. in the Standard Conditions of Hire)**

8. Hiring fees (details over): £ .....  
**Total: £** .....

*(Subject to agreement with the Hall Representative, full remuneration may be payable prior to commencement of hire.)*

**B.** The **Hirer** agrees with the **Committee** to be present during the hiring and to perform the provisions and stipulations contained in or referred to in the “**Standard Conditions of Hire**” for the time being in force as set out overleaf (an understanding of which the **Hirer** acknowledges).

**As witness** the hands of the parties hereto:

**Signed:** .....  
*Signed on behalf of the Whiting Bay Village Hall Committee*

**Signed:** .....  
*Signed by the person named at 3 above/ on behalf of the organisation named at 3 above\**  
*(\*delete as appropriate)*

**List of Stewards (if applicable (see clause 16. in the Standard Conditions of Hire)):**

- |         |         |
|---------|---------|
| 1. .... | 2. .... |
| 3. .... | 4. .... |
| 5. .... | 6. .... |
| 7. .... | 8. .... |

# Standard Conditions of Hire

*For the purpose of these conditions the term **Hirer** shall mean an individual or, where the hirer is an Organisation, the authorised representative. The term **Premises/ Property** shall mean Whiting Bay Village Hall including, where applicable, the area of Sandbraes Park.*

1. The Hirer will, during the period of hiring, be responsible for the supervision of the premises, the fabric and contents, their care, safety from damage (however slight), and the behaviour of all persons using the premises, whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of access/ egress routes.
2. The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything to bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof, nor allow the consumption of alcoholic liquor thereon without appropriate permission.
3. The Hirer shall be responsible for obtaining such licence as may be needed for the sale or supply of intoxicating liquor and for the observance of same.
4. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
5. The Hirer shall make themselves familiar with the Hall Committee's guidelines with respect to Health & Safety and Fire Action Policies. Such information will be provided in a publicly accessible area of the premises.
6. The Hirer shall, if serving or selling food, observe all the relevant Health and Hygiene legislation and regulations.
7. The Hirer shall ensure that any electrical appliances brought by him/ her to the premises and used there shall be safe and in good working order and used in a safe manner.
8. The Hirer shall indemnify the Committee for the cost of repair or replacement due to any damage done to any part of the property including the curtilage thereof or the contents of the building, furniture, fittings and equipment which may occur during the period of hiring or as a result of the hiring.
9. If the Hirer wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking the question of the repayment of the fee/ deposit shall be at the discretion of the Committee.
10. The Hirer shall ensure that the minimum of noise is made upon arrival and departure.
11. The Hirer shall ensure that no dogs except guide dogs are brought into the Hall without prior agreement with the Committee. In the event of such an arrangement being agreed the Hirer will ensure such areas of the property as are affected be left to a satisfactory standard with regard to Health and Hygiene legislation and regulations.
12. The Hirer shall, at the end of the hiring period, be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured, unless directed otherwise, and any contents removed from their usual positions being properly replaced, otherwise the Committee shall be at liberty to collect an additional charge.
13. The Hirer shall not make any alterations or additions to the Stage Lighting or Public Address System without prior permission and/ or Committee personnel being present and shall pay for any missing parts, breakages and damage.
14. In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired the Committee shall not be liable to the Hirer for any resulting loss or damage.
15. The Hirer shall ensure that the maximum number of persons present in the Hall at any one time shall not exceed that stated in the Fire Regulations and Insurance Policy for the Hall.
16. The Hirer shall accept responsibility for provision of event stewarding/ marshalling, such standard of which will be subject to the satisfaction of the Committee.
17. The Committee reserve the right to attend during the period of hiring to confirm adherence to the Conditions agreed to in the Hire Agreement.
18. The Committee reserves the right to cancel without notice or recompense any Hire that is deemed to break the terms of the Hire Agreement including in respect of failure to supply a list of Stewards/ Marshals to the satisfaction of the Committee and/ or failure of payment of a deposit in lieu of security of hiring.
19. The Hirer agrees that hiring of Sandbraes Park shall not exclude access to its facilities to members of the public (where facilities is taken to mean the Public Lavatories and the children's play area).

# Hire Charges

Premises are hired by the *hour, session, day, or event*.

A **session** is a period of more than one hour but less than four hours.

A **day** is a period not exceeding twenty-four hours.

An **event** is one full day plus one half day immediately before and immediately after said full day (eg. 12noon Friday 'til 12noon Sunday).

*The use of Sandbraes Park assumes right of access to members of the public with regards to the public lavatories and the children's play area. Admission may not be charged for entry to the Park without prior and explicit consent of the Hall Committee.*

	<i>per hour</i>	<i>per session</i>	<i>per day</i>	<i>per event</i>
	£	£	£	£
<b>Main Hall</b>	25	80	150	see below†, or poa
<b>Lesser Hall</b>	15	40	75	see below†, or poa
<b>Kitchen</b>	10	30	50	see below†, or poa
<b>Stage</b>	10	20	40	see below†, or poa
<b>Dressing Rooms</b>	10	20	40	see below†, or poa
<b>Sandbraes Park</b>	10	30	50	poa

	<i>in situ</i>	<i>external hire</i>
	£	£
<b>Crockery</b>	n/a	1/ item
<b>Cutlery</b>	n/a	1/ set
<b>Tables</b>		
<i>small</i>	n/a	3
<i>large</i>	n/a	5
<b>Table Linen</b>	5ea.	5ea.
<b>Chairs</b>	n/a	2ea.
<b>Chair Covers</b>	3ea.	3ea.
<b>Small PA system</b>	15	25
<b>Electric Piano</b>	15	30
<b>Stage Lighting</b>	60	n/a
<b>Portable Kitchen Appliances</b> <i>(tea urns/ bain-marie/ ice maker)</i>		10ea.

## †Event Packages

For events such as Weddings we offer a complete package price. This is to avoid unnecessary hassle and confusion.

Our **Wedding Package** includes: 48 hour hire of the full Hall (noon 'til noon+); tables + covers; chairs + covers; cutlery & crockery.

**Price: £650**

Our **Concert Package** includes: all day hire of the full Hall (10am 'til 10am); tables & chairs; stage lighting.

**Price: £300**

**NB. These package prices DO NOT include the £50 security deposit.**