**The Hindu Temple  
Vedic Cultural Society of East Anglia**  **New Acle Road,   
Tunstall  
NR13 3QE**

**Reg. Charity No. 1163742**

**PRIVATE HIRE BOOKING ONLY**

**Vedic Cultural Society of East Anglia Trust**

**AGREEMENT FOR HIRE OF Communal Halls of Vedic Cultural Society of East Anglia, New Acle Road, Tunstall, NR13 3QE**

**THIS AGREEMENT** is made on the date shown below (1) BETWEEN The Trustees (2) and the Hirer (3) whereby in consideration of the sum(s) mentioned below (8) and (9):

The Trustees agree to permit the Hirer to use the premises (4) for the purpose (5) and for the period(s) all described below:

|  |  |  |
| --- | --- | --- |
| 1. | Date of Hire |  |
| 2. | Village Hall Management Trustees  Authorised Representative  Date | Vandana Khurana  Address:  Email  Phone number |
| 3. | Hirer  Address  Telephone Number  E-Mail |  |
| 4. | Premises | LARGE HALL (includes use of kitchen and use of tables and chairs)  Mandir Complex car park |
| 5. | Purpose of Hiring |  |
| 6. | Approximate number attending (including children)  (large hall max 150, small hall 48) |  |
| 7. | Period of Hiring:  Date:  Time: | Please return the door entry key after use – see condition 2. |
| 8. | Hiring Fee | £10 per hour Total fee: |
| 9. | Additional Services:  Projector set up and dismantle £20    Use of microphone £20  Cleaning following your event £50 | Projector required Yes/No  Microphone required Yes/No  Cleaning required Yes/No |
| 10. | Deposit | £50 |

The Hirer agrees with the Trustees to be present during the hiring and to perform the provisions and stipulations contained or referred to in the Trustees’ Standard Condition of Hire of which the Hirer acknowledges together with the special conditions (if any).

**Please sign and return this booking form together with two cheques, or cash, as follows:-**

**i. £ 50.00 deposit**

**ii £ 00.00 hire fee and other services being provided.**

**Cheques should be in favour of “Vedic Cultural Society of East Anglia”.**

Signed by Hirer: ………………………… Dated …………………………………

**Please return completed form by post or email to**

**Bookings Administrator**

**Vedic Cultural Society of East Anglia New Acle Road, Tunstall, NR13 3QE.**

**Email**

**Contact Number**

**Your booking is not confirmed until receipt of this form and payment – if paying by cheque the booking will be confirmed when funds are cleared.**

**Standard Conditions of Hire for private use to be read in conjunction with the Agreement for Hire**

1. **Facilities**: The large hall has a fire certificate to accommodate maximum 150 persons, including children. The small hall has a fire certificate to accommodate maximum 48 persons, including children. Catering equipment is available on request. If preparing, serving or selling food, all Hirers must observe relevant food and hygiene legislation and regulations and ensure that the kitchen and equipment are left in a clean and tidy condition. The Hirer must supply cleaning, washing and drying products.

2. **Payment and Deposit**: **Hire charges must be paid no less than six weeks before the date of Hiring, or immediately if your booking and event are sooner than this.** A deposit of £50 is payable upon entering into the Agreement for Hire. The deposit is refundable provided all Conditions have been complied with and the hall is left in a satisfactory condition and the door entry key returned to the temple Management Trust. Failure to comply will result in part or all of the deposit being forfeited at the discretion of the Trust.

3. **Cancellation**: If the Hirer wishes to cancel a private booking before the date of the event this must be done in writing to the Bookings Administrator, as soon as possible. If the Trust is unable to obtain a replacement booking the question of payment or repayment of the fee shall be at the discretion of the Trust.

4. **Damage**: The Hirer will during the period of hire, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage, however slight, or change of any sort and the behaviour or all persons using the premises, whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. The Hirer shall indemnity the Trustees for the cost of repair of any damage done to any part of the property, including the cartilage thereof or the contents of the building which may occur during the period of hire as a result of the hiring, or for any breakages if hiring the Trust’s equipment.

5. **Noise**: The Hirer shall ensure that the minimum of noise is made on arrival and departure so as not to disturb local residents.

6. **Access**: Arrangements for hiring and obtaining a key card must be made with the Bookings Administrator.

7. **Removal of Hirer’s Equipment**: At the end of the hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced otherwise the Trustees shall be at liberty to make an additional charge. All articles and equipment belonging to the Hirer, shall be removed by the Hirer at the end of the hiring. Should the hall be damaged by the Hirer’s equipment, the Hirer shall be liable for the cost of repairs or replacement.

8. **Removal of Rubbish**: The Hirer is responsible for the removal of all rubbish at the end of hiring.

9. **Vacating the Hall**: The hall shall be vacated promptly at the end of the hire period. The Hirer must take all rubbish away and ensure that all windows and doors are securely locked. Failure to leave the hall in a clean and tidy condition will result in a further payment of £50 for cleaning and clearing up.

10. **Purpose of Use**: The Hirer shall not use the premises for any purpose other than that described in the Hire 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 or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

11. **Complying with Regulations**: The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrate’s Court, and Licensing Authority, particularly in connection with any event which includes public dancing, music or other similar public entertainment. The Hirer has been made aware of the licensing objectives and confirms compliance.

12. **Use of any form of alcohol and non-vegetarian food is strictly prohibited by the Management of Vedic Cultural Society of East Anglia.**

13. **Electrical Equipment**: The Hirer shall ensure that any electrical appliances brought by him to the premises and used there shall be safe and in good working order and used in a safe manner.

Any Disco or Live Band must use the amplifiers installed in the complex. The hirer must ensure that any electrical equipment used in the hall is safe for use. The Trustees cannot accept responsibility for any failure of electrical equipment.

14. **The Trustees** reserve the right to cancel this hiring in the event of the hall being required for use as a Polling Station, for a Parliamentary or Local Election or Bye-Election, in which case the Hirer shall be entitled to a refund relating to the number of hours the hall would have been used by the Hirer.

15. In the event of the hall or any part of it being rendered unfit for the use for which it has been hired, or for any other reason other than in 14 above, the Trustees shall not be liable to the Hirer for any resulting loss or damage whatsoever should the Hirer’s booking be cancelled by the Trustees.

16. The Hirer shall ensure that any activities for children under eight (8) years of age comply with the provisions of the Children Act 1989 and any subsequent legislation and that only fit and proper persons have access to the children.

17. **Bouncy Castles.** Should the hirer wish to bring a bouncy castle into the main hall (not permitted in the smaller hall), the hirer must confirm that the supplier’s public liability insurance is current and affords sufficient cover for the proposed event. A copy of the Certificate of Public Liability must be provided to the Trust before the event.

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