

**THE SARGEANT MEMORIAL HALL
CHURCH LANE, BRAFIELD-ON-THE-GREEN**

HIRE AGREEMENT

Name of organisation _____
Name of responsible person _____
Address _____

Email _____
Telephone number _____
Type of event _____
Number attending * _____
Date of hire _____
Starting time (to include set up) _____
Finishing time (to include take down) _____
NB latest permitted time is 2:00 am _____

* Recommended maximum number for comfort and safety is 80 if event is seated at tables and 100 if event is standing or seated in rows.

Car Parking capacity is 15 cars max. If you will exceed this you must discuss options we have for additional parking when booking.

If set up if required on a different day, this will be charged at the same hourly rate. Please complete the following section if this is required.

Date of set up _____
Starting time of set up _____
Finishing time of set up _____

Charges

Event (including set up/take down on same day) Hours at £20.00	per hour	= £
Set up on a different day Hours at £15.00	per hour	= £
Total			£

Payment must be made at least **ten** days before the event to the Treasurer:

Mike Hamborg

1 Owen Court, Brafield On The Green, Northampton NN7 1BY

Cheques should be made payable to **“The Sargeant Memorial Hall”**

Alternatively, payment made by made by on-line banking to:

The Sargeant Memorial Hall Sort code 40-35-04 account number 60725048

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Conditions of Hire

The person who signs this hire agreement must be present at all times during the hire period and is responsible for the decent and lawful conduct of the event and those attending it

The number of people attending must not exceed the number stated in the hire agreement

Hours of booking must be strictly adhered to (including the 2 am latest departure time)

No fixing of any kind to be put on the walls

Decorations, balloons etc may be fixed to the wooden rail around the wall just above window height

Any of the facilities in the hall may be used by the hirer but damage to the building, fixtures, fittings and contents will be charged at the cost to repair or replace

All crockery etc must be washed up after use and any rubbish disposed of in the wheelie bins and recycling boxes provided

The hall must be left in a clean and tidy condition at the end of the hire period

All property of the hirer must be removed at the end of the hire period

All COVID-19 regulations current at the time of use must be adhered to

If alcohol is to be sold, you are responsible for obtaining a Temporary Event Notice. A licence is not required when:

- The event is free and drink is provided for free. (for example a family wedding or party where alcohol is not charged for)
- If people bring their own drink with them to consume on the premises.
- If alcohol is donated by an individual (not an organisation charging for entrance).

All electrical equipment brought into the hall must have been PAT tested within the last 12 months

The hall has no TV licence so no live TV may be viewed on any device other than a personal device that is NOT plugged into the mains. Failure to observe this could result in a fine of up to £1,000

I have read and understood the hire agreement and agree to be bound by it.

Signed **Date**

Please return this agreement as soon as possible to:

Mike Hamborg

1 Owen Court, Brafield On The Green, Northampton NN7 1BY

email: brafieldhall@outlook.com