



Minchinhampton Market House Trust - Hiring Agreement (updated 19.05.18)

PARTIES:

- (1) The Market House Trust named in clause 1.1 acting by its Management Committee (“Market House Trust”).
- (2) The person or organisation named in clause 1.2 (“Hirer”).

AGREED as follows:

1. In consideration of the hire fee described in clause 1.7, the Market House Trust agrees to permit the Hirer to use the premises described in clause 1.3 for the purpose described in clause 1.4 for the period(s) described in clause 1.5. The details inserted and the answers to the questions in sub-clauses 1.1 to 1.7 are the terms of this agreement.

1.1 Market House Trust:

(a)	Registered Charity No:	207308
(b)	Booking Secretary:	Ms. Jan Garling
	Address:	The Relic West End Minchinhampton Stroud
	Post Code:	GL6 9JA
	Telephone No:	01453 882263

1.2 Hirer:

(a)	Name:	
(b)	Organisation (if relevant):	
(c)	Position (if relevant):	Over 25? Y / N
	Address:	
	Post Code:	
	Telephone No: (Please include home and mobile if applicable)	
	Email address:	



1.3 Premises - The Market House:

Hirer to complete:

Require use of Main Hall:	Yes / No	
Require use of Undercroft:	Yes / No	
Food will be provided:	Yes / No	
Public or Private Event?	Public / Private	
Commercial Use?	Yes / No	
Licence to sell alcohol required?	Yes / No	

1.4 Purpose/description of hiring:

1.5 Dates(s) required (please tick where appropriate):

Day of week plus start & end dates	Time Slot			Prep Time required? Yes / No	No. of sessions: (52 weeks max.)
	Morn	A'noon	Eve		

1.6 Conditions of Hire and Licensing: please circle and enter initials in right hand column:

The Hirer has read and understood and agrees to comply with the conditions laid down in the document, 'Minchinhampton Market House Trust – Standard Conditions of Hire'	Yes / No	
The Hirer has read the Authorised Premises Licences (Section 5 of the 'Standard Conditions of Hire') and agrees that they cover all the activities required	Yes / No	
The Hirer requires activities not covered by the Authorised Premises Licences (Section 5 of the 'Standard Conditions of Hire' eg. Sale of Alcohol), and has a written consent from the Market House Trust for a Temporary Event Notice (TEN)	Yes / No / NA	



1.7 Charges:

Hire Fee per session	Extras per session	No. of sessions	Total
£	PA System, projector and screen (£30) Yes/No Lighting equipment (£30) Yes/No Sound and mixers (by arrangement)		£
	Licence to sell alcohol (£21) Yes/No		

Deposit (Refundable):	£
Balance owing:	£
Cheque encl. for:	£
Paid by bank transfer:	£

Please make cheques payable to **Minchinhampton Market House** or pay by bank transfer to: **Account No.:** 00257299 **Sort Code:** 30-98-29

Please enter your name as the payment reference. Thank you.

1.8 Named Stewards (Private Parties only):

Role:	Name:	Contact Tel:	Over 25?
Steward			Y / N
Door Steward (evening only)			Y / N
Door Steward (evening only)			Y / N

- The Hirer agrees with the Market House Trust to be present at all times (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.
- The Parties agree that the Standard Conditions of Hire Version 14.02.2011 and the Additional Conditions of Hire Version 14.02.2011, where the hire is for a Private Party, together with any additional conditions imposed under the Premises Licence or that the Market House Trust Management Committee deem necessary, shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Market House Trust and the Hirer.



4. None of the provisions of this Agreement are intended to or will operate to confer any benefit arising under the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

By signing this document I confirm:

1. I have read and agree to comply with all of the above
2. I consent to The Market House holding my name and contact details for internal communication purposes.

<p>Signed on behalf of the Market House Management Committee:</p> <hr/> <p>Print name:</p> <hr/> <p>Date: _____</p>	<p>Signed on behalf of organisation named at 1.2 above:</p> <hr/> <p>Print name:</p> <hr/> <p>Date: _____</p>
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PLEASE PRINT OUT THIS HIRING AGREEMENT, **SIGN AND RETURN IT BY POST OR HAND TO THE BOOKING SECRETARY** (SEE DETAILS ON PAGE 1).

PLEASE SEE LETTER OF AUTHORISATION ON FOLLOWING PAGE...



MINCHINHAMPTON MARKET HOUSE MANAGEMENT COMMITTEE LETTER OF AUTHORISATION

To Whom It May Concern

We, The Market House Management Committee, being the holder of a Premises Licence No 18/00218/LAPRV hereby authorise the following named person to sell alcohol in compliance with the terms and conditions of the Licensing law. In particular, we draw attention to the terms and condition set out in The Market House Standard Conditions of Hire, Additional Conditions of Hire and Guidance Notes to Hirers.

Authorisation

I, (Capital letters), being the named person applying for a temporary premises licence under the Licensing Act 2003 will endeavour to comply in accordance with the licensing law and the licence conditions attached to this licence.

Event

.....
Date of Event Timeuntil

SignatureDate

.....

Please note your booking cannot be confirmed until we receive your signed Hire Agreement together with the signed Letter of Authorisation.

For office use only

Document received.....

Signature.....