



Minchinhampton Market House CIO Hire Agreement (updated July 2019)

PARTIES:

- (1) The Minchinhampton Market House CIO named in clause 1.1
- (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 Minchinhampton Market House CIO 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 Minchinhampton Market House CIO:

(a)	Registered Charity No:	1180035
(b)	Booking Secretary:	Ms. Jan Garling
	Address:	The Relic West End Minchinhampton Stroud 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:	
	Mobile:	
	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 Date(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 CIO – 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'), and has a written consent from the Minchinhampton Market House CIO 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 (£50)	Yes/No		
	Lighting equipment (£50)	Yes/No		
	PA and Lighting combined (£75)	Yes/No		
	Sound and mixers (by arrangement)	Yes/No		
	Licence to sell alcohol (£21)	Yes/No		

Deposit (Refundable):	£
Balance owing:	£
Cheque enclosed	£
Paid by bank transfer	£

Please pay by bank transfer to CAF Bank, Account No 00032279, Sort Code 40-52-40

Alternatively, please make cheques payable to MMH CIO General.

Please enter your name and invoice number as the payment reference. Thank you

1.7 Named Stewards (Private Parties only):

Role	Name	Contact Tel.	Over 25?
Steward			Yes/No
Door Steward (evenings only)			Yes/No
Door Steward (evenings only)			Yes/No

- The Hirer agrees with the Minchinhampton Market House CIO 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 (dated February 2019) and the Additional Conditions of Hire (dated February 2019) where the hire is for a Private Party, together with any additional conditions imposed under the Premises Licence or that the Minchinhampton Market House CIO deem necessary, shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Minchinhampton Market House CIO and the Hirer.



Minchinhampton
MARKET HOUSE

It's yours - use it and enjoy it!



MINCHINHAMPTON MARKET HOUSE CIO

LETTER OF AUTHORISATION

To Whom It May Concern

We, Minchinhampton Market House CIO, 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 Minchinhampton Market House Standard Conditions of Hire and Additional Conditions of Hire available on the website.

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 Time until

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.....