



Minchinhampton Market House CIO Hire Agreement

(updated June 2025)

1 Parties

The Minchinhampton Market House CIO named in clause 3 (“CIO”)
The person or organisation named in clause 4 (“Hirer”)

2 AGREED as follows:

- 2.1** In consideration of the hire fee described in clause 9, the CIO agrees to permit the Hirer to use the premises described in clause 5 for the purpose described in clause 6 for the period(s) described in clause 7. The details inserted and the answers to the questions in clauses 8 to 12 are the terms of this agreement.

3 CIO

Registered Charity No	1180035
Booking Secretary	Martyn Beaufort
Address	Market House Market Square Minchinhampton GL6 9BW Email: enquiries@minchinhamptonmarkethouse.co.uk
Telephone No	07906 743518

4 Hirer

Name	
Organisation (if relevant)	
Position (if relevant)	
Over 25	Yes ☐ No ☐
Address	
Telephone	
Mobile	
Email address:	

5 Premises - The Market House:

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

6 Purpose/description of hiring

7 Date(s) required (please tick where appropriate)

Day of week plus start & end dates	Time Slot			Prep Time required? Yes / No	Number of sessions (max 52 wks)
	Morning	Afternoon	Evening		

8 Conditions of Hire and Licensing

Circle and enter initials in right hand column	Yes	No	Sign
8.1 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'	☐	☐	
8.2 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	☐	☐	
8.3 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)	☐	☐	
8.4 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'	☐	☐	

9 Charges - Hire per Session

	Charge	Yes	No	Number of sessions	Total
Hire Fee per session					
Extras per session					
Projector, screen, PC sound and presenter microphones		☐	☐		
Lighting equipment	£50	☐	☐		
Projector etc and Lighting combined	£1	☐	☐		
Stage sound and mixers	By arrangement	☐	☐		
Licence to sell alcohol		☐	☐		
EXTRAS MUST BE AGREED AT LEAST TWO WEEKS PRIOR TO HIRE. AFTER THIS WE CANNOT GUARANTEE EXTRAS CAN BE PROVIDED.				Total	

10 Payment

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

10.2 Alternatively, please make cheques payable to MMH CIO General.

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

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

11 Named Stewards (Private Parties only)

Role	Name	Contact Telephone	Over 25?	
			Yes	No
Steward			☐	☐
Door Steward (evenings only)			☐	☐
Door Steward (evenings only)			☐	☐

12 Agreement

12.1 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.

12.2 The Parties agree that the Standard Conditions of Hire (dated January 2024) and the Additional Conditions of Hire (dated January 2024) 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.

12.3 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.

12.4 By signing this document, I confirm:

12.4.1 I have read and agree to comply with all of the above.

12.4.2 I consent to Minchinhampton Market House holding my name and contact details for internal communication purposes.

12.5 Please tell us where you heard of hiring the Market House

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CIO:	Signed on behalf of organisation named at paragraph 4 above:
 Print name: Date:	 Print name: Date:

This Hiring Agreement can be completed by:

- Using free Adobe Reader on your computer
- By Hand

When completed and signed please return (email, post, or by hand) to the Booking Secretary (See details on page 1)

PLEASE SEE LETTER OF AUTHORISATION ON FOLLOWING PAGE



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 _____

Signature _____ Date _____

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 _____