

NETHER WALLOP VILLAGE HALL – BOOKING AGREEMENT

This Agreement was made on the date (1) and between Nether Wallop Parish Council (2) and the Hirer (3) named below whereby in consideration of the sum(s) mentioned (4) and (5):

A. The Hall Committee agrees to permit the Hirer to use the premises (6) for the purposes (7) and for the period(s) (9) described below:

(1) **Date of Agreement:**

(2) **Nether Wallop Parish Council** whose Authorised Representative is the Village Hall Bookings' Manager.

(3) **The Hirer:**

(a) Name:

(b) Address:

(c) Post Code:

(d) Telephone no:

(e) Email Address:

(4) **Hire fee including Alcohol Licence fee if applicable** (enclosed): £

(5) **Deposit** (if not a Parish resident - enclosed): **£100.00**

(6) **Premises:** Nether Wallop Village Hall: / (delete as applicable)

(7) **Purpose of Hire:**

(8) **Numbers attending** (approx): **Adults:** **Children:**

(9) **Period of Hire:**

(a) Date(s) of Hire:

(b) Start Time: End Time: No of hours:.....

B. The Hirer, being over the age of 21, has received, read and agrees with the Hall Management Committee to observe and perform the provisions and stipulations listed in the Terms and Conditions of Hire of the Nether Wallop Village Hall.

Signature of Hirer: **Date:**

Please return the completed booking form to:

NW Village Hall Bookings' Manager, The Trout, SO20 8EW - 01264 781072

Payment should be made by Bank Transfer to:

Sort Code: **60-83-01** Account no.: **20410997** Account name: **Nether Wallop Parish Council**

Card payments can be made in person by appointment with the Bookings' Manager.

Summary of Responsibilities under the Licensing Act 2003

I understand that as the hirer of the Hall for an event at which alcohol will be supplied I have certain responsibilities under the Licensing Act 2003.

(A signature is only required here if alcohol is supplied either included in the ticket price or sold.)

These concern:

- The prevention of crime and disorder;
- Public safety;
- The prevention of public nuisance; and
- The protection of children from harm

The guidance at

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/418114/182-Guidance2015.pdf sets out these responsibilities in full.

However, in summary I agree that I will take steps to ensure that:

- Alcohol will not be sold to any person who is or appears to be under the age of 18 years
- Alcohol will not be sold to any person who is or appears to be drunk or intoxicated
- Alcohol will not be sold before midday or after 12 midnight

I also agree that a representative of the Nether Wallop Village Hall Management Team has the right to enter the premises at any time during the event in order to check that the above licensing conditions are being complied with.

Signature:.....

Name in Block Capitals:.....

Date:.....

for Office Use Only

Date received.....Deposit received.....

Calendar.....

Checked after use.....Clean.....

Comments.....