



**PIRRIE HALL AND RECREATION GROUND  
HIRE AGREEMENT**

THIS AGREEMENT is made between the Management Committee of the Pirrie Hall and Recreation Ground, Brook, Godalming GU8 5UJ (the "Committee") and the Hirer named below whereby in consideration of the Hirer paying the Hiring Fee the Committee agrees to permit the Hirer to use the Premises below for the purpose of the Event during the Hire Period.

Hirer:

Address:

Telephone number:

Mobile number:

E-mail:

Hiring Fee

Deposit payable on acceptance	£
Security deposit payable on acceptance	£100.00
Balance payable prior to the event	£

Premises:    Main Hall            Nursery School            Kitchen            Grounds  
(insert "x" after the venue you want to hire)

Event:

Hire Period:  
(not to exceed one year)

The Hirer agrees with the Committee to observe and perform the provisions and stipulations contained and referred to in the Committee's "Standard Conditions of Hire" for the time being in force as annexed hereto (an understanding of which the Hirer acknowledges) together with the special conditions set out in the schedule (if any).

Signed on behalf of the Committee by its authorised representative:

Hall Manager

Date:

Signed on behalf of the Hirer by its authorised representative:

Name of representative

Date:

*Please return this form to: Rick Gill, The Pirrie Hall and Recreation Ground, Brook, Godalming GU8 5UJ*

*\*The Committee reserve the right to charge a higher security deposit at their discretion.*

**PIRRIE HALL AND RECREATION GROUND  
STANDARD CONDITIONS OF HIRE**

1. **THE HIRER** where an individual, shall be a person of a minimum of 21 years of age.
2. **THE HIRER** shall not sub-let or use the Premises for any unlawful purpose or in any unlawful way nor do anything or bring onto the Premises anything which may endanger the same or any insurance policies in respect thereof and will not use the Premises for any form of adult entertainment.
3. **THE HIRER** will be responsible for the behaviour of all persons using the Premises whatever their capacity and for ensuring that the Event and the persons attending it will not create a public nuisance of any kind during their arrival and departure and the Event itself. Any staff employed by the Hirer will be adequately trained to prevent them causing unnecessary noise when they leave the Premises and no bottles may be deposited in the outside receptacle after 2000 hours. *No music or speech may be relayed via external speakers or played outside the Premises and no amplified music or speech shall be played after 22:00 Sundays to Thursdays and 23:00 on Fridays, Saturdays and before a Bank Holiday.*
4. **THE HIRER** will be responsible for obtaining any licences that may be needed whether for the sale or consumption of intoxicating liquor or otherwise and for the observance of the same and all other regulations appertaining to the Premises stipulated by the Fire Authority, the Local Authority, the Local Magistrates' Court or otherwise. Any application for a licence or Temporary Event Notice will not be made unless the Committee or its authorised representative has approved such application.
5. **IF PERSONS UNDER 18 YEARS OF AGE** will be present at the Event the Hirer undertakes to ensure that alcohol will not be served to those persons. If the Premises will be used for an Event for persons under 18 years of age the Hirer will ensure that adequate parental supervision is present. The Committee may in their sole discretion request that the Hirer employ at his own expense Security Industry Association registered personnel to ensure order is maintained.
6. **THE HIRER** will be responsible for the supervision, care, safety from damage however slight or change of any sort of the Premises their fabric and contents. No party or similar decorations may be affixed to the walls or beams using nails, screws, hooks or pins nor decorations affixed to the walls using adhesive tape of any kind. *The Hirer shall indemnify the Committee for the cost of repair of any damage done to any part of the Premises including the grounds thereof or the contents of the building which may occur during the Hire Period as a result of the Event.*
7. **THE HIRER** will ensure proper supervision of car parking arrangements so as to avoid obstruction of the access road and the public roads adjoining the Premises. No vehicles may be parked or be driven on the grassed area of the grounds nor shall any person or vehicle access the cricket wicket. All cars are parked at the Hirer's risk. The Committee accepts no responsibility for loss of or damage to any vehicle or its contents.
8. **THE COMMITTEE ACCEPTS NO RESPONSIBILITY** for loss of, or damage to any property owned by individuals or organisations hiring the Premises and such property must be fully insured by the individual or organization concerned.
9. **PROPERTY OWNED BY INDIVIDUALS OR ORGANISATIONS** hiring the Premises and used in connection with their function must be removed immediately after the conclusion of hire or if agreed by the Hall Manager within 24 hours of completion of the hire period. Property owned by individuals or organisations may not be stored on the Premises unless agreed by the Hall Manager. All property so stored must be kept within the space agreed and no additions may be made to this property without permission of the Hall Manager.
10. **ALL ELECTRICAL EQUIPMENT** brought in and used by the hirer or on the hirer's behalf must comply with the statutory safety regulations and be portable appliance tested (PAT).
11. **ALL PIRRIE HALL PROPERTY REMOVED** with consent of the Hall Manager by individuals or organisations for functions outside the confines of the Premises must be returned immediately after the end of the hire period in a clean condition and good state of repair. The Hirer is responsible for all transportation and repair of or replacement for loss of or damage to any such property removed.

12. **THE HIRER** declares they are an individual or organisation operating on a not for profit basis.\*

OR

**THE HIRER** declares they are an individual or organisation operating on a profit making basis and have in place their own Public Liability Insurance against claims for which they may be held liable.\*

(Delete whichever is not applicable and initial the deletion.)

13. **NO FLY POSTING OR UNAUTHORISED ADVERTISING** of events taking place at the Premises is permitted.

14. **ANY INCIDENT OF FIRE ALARM** activation or power failure must be reported to the Hall Manager.

15. **THE HIRER** will ensure that no persons shall use the woodland play area immediately behind the Premises.

16. **NO FIREWORKS**, smoke machines or other pyrotechnics may be used and **NO SMOKING** may take place in any part of the buildings including the veranda.

17. **AT THE END** of the Hire Period, the Hirer shall be responsible for leaving the Premises and surrounds in a clean and tidy condition (including the removal of decorations hung by the Hirer), properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions or place of storage properly replaced.

18. **IF THE HIRER** wishes to cancel the booking before the date of the Event and the Committee is unable to conclude a replacement booking, the question of payment or the repayment of the Hire Fee shall be at the discretion of the Committee.

19. **THE COMMITTEE RESERVE** the right to cancel the hiring in the event of the Premises being required for use as a polling station for a Parliamentary or Local Government election or bye-election or referendum, in which case the Hirer shall be entitled to a full refund of any deposit paid.

20. **IN THE EVENT** of any breach of the terms of this agreement including but not limited to licences, public order, alcohol consumption, parking, damage to the premises and cleaning the Committee shall retain the Security Deposit and be at liberty to make an additional charge to cover any and all expenses the Committee may incur in connection with the hiring.

21. **THE HIRER SHALL BE SOLELY RESPONSIBLE FOR ENSURING THAT THE FIRE REGULATIONS AND LICENCING LIMIT OF 162 PERSONS ARE NOT BREACHED.**

**SCHEDULE OF SPECIAL CONDITIONS (IF ANY)**

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