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AVH&RG Hiring Form & Agreement Jan24

**ABER-PORTH VILLAGE HALL & RECREATION GROUND REGISTERED CHARITY**

**HIRING AGREEMENT**

Please complete, sign and return pages 1 & 2 of this form to confirm your agreement. Thank you.

1. **Details of Hirer (please complete)**

**Name: ……………………………………………………………………………………………………………**

**Address: ………………………………………………………………………………………………………...**

**Contact Phone Number: ………………………………………………………….**

**Contact Email Address: ……………………………………………………………………**

1. **Purpose of Hire (please complete below)**

**……………………………………………………………………………………………………………………………………………**

*(Please also refer to license conditions on the Standard Conditions of Hire for times/license information)*

1. **Booking Details:**

**Date:**

**Type: One-Off/Regular (Delete as appropriate)**

**Timings: Morning/Afternoon/Evening/All Day (Delete as appropriate)**

**Additional: Bar/Kitchen/Sound and Audio Equipment (Delate as appropriate)**

1. **Commercial Hiring:** Commercial Use? Yes / No
2. **Additional condition for use with Commercial Hirers:**

*Village halls are usually held on strict trusts with the Charity Commission for the purposes of a village hall. The Trustees are bound to ensure that the hall is administered with those trusts. Accordingly, the village hall is bound to preserve and hereby reserves the right to terminate this Agreement by not less than 7 days’ notice in writing to the Hirer in the event of the hall being required on the same date/time for the fulfilment of its charitable purposes.*

*In the event of such termination by the AVH&RG Trustees, shall refund to the Hirer all monies paid by the Hirer for that particular session (s). The Trustees shall not however be liable to make any further payment to the Hirer in respect of expenses, costs or losses incurred directly or indirectly by the Hirer in relation to the termination.*

1. **Protection for Minors and Vulnerable Adults:**

If your activity involves under 18’s or vulnerable adults, please tick the appropriate box below to confirm that all adults present will either be parents/guardians/close relatives of the children/vulnerable adults involved, have been DBS checked, or are part of an organisation which has a current Safeguarding Policy in place.

|  |
| --- |
| Yes |

|  |
| --- |
| N/A (I confirm that no children or vulnerable adults will be involved in  the activity) |

Hiring Agreement for AVH&RG Village Hall/Canolfan Dyffryn Charity Number 1199729

1.

1. **Guidelines on the Safe Use of Inflatables – please see available guidelines if using an inflatable**

If using an inflatable, for example a ‘bouncy castle’ on AVH&RG premises/land you must either:

1. Hire from a reputable company who will provide you with supervision by a company representative, insurance (including public liability) health& safety advice.
2. If hiring from a company that do not provide supervision you must have your own insurance and be familiar with our Guidelines & Health & Safety advice. A responsible person must be present at all times when the inflatable is in use.

The inflatable must be set up and used as per the guidelines for the inflatable hired.

An extra charge for using an electric blower to keep item inflated will be added to the hiring fee.

One AVH&RG Trustee attends and supervises the use of the device(s) at all times if no insurance.

AVH&RG Registered Charity do not own / or hire this equipment for use on its premises.

1. **Methods of Payment**

Payment on receipt of invoice at the end of the calendar month in which your booking falls. Payments may be made in the following ways:

* CHEQUE: Cheques should be made payable to Aberporth Village Hall & Recreation Ground.
* BANK TRANSFER: Bank details can be provided on invoice or on request.
* CASH: Cash payments may be made to the Treasurer or to the Chair or our Community Co-ordinator You will be provided with a receipt for your payments.
* PLEASE NOTE: Some events may require hirers to make full payment in advance and hirers will be informed if this is the case. If you are required (or wish) to pay in advance, please send payment to the above Trustees or our Community Co-ordinator, clearly stating your name and address and what the payment is for. A receipt will be forwarded to you.

1. **General Data Protection Statement**

The contact details you provide on this form will be used by the AVH&RG charity for its administrative processes, to provide you with information about the charity and to keep you upto date with the services we offer our users. Your information will never be given or sold to any other individuals or organisations.

1. **Agreement**

It is agreed that the terms above, as well as the Standard Conditions of Hire which follow, form part of the terms of this Hire Agreement, unless specifically excluded by agreement in writing between the AVH&RG Trustees and the Hirer. The Hirer, by signing, also confirms that the information essential for Hirers provided with this contract have been read fully and accepted.

**Signed on behalf of AVH&RG Registered Charity:**

**Trustee/Community Co-ordinator:**

**……………………………………………………………………………….**

**Signed by the Hirer: …………………………………………………**

**Please Print: ………………………………………………………….**

**Date: ……………………………………………………………………**

Please return your completed form prior to your hiring by email to [avhc.sec@outlook.com](mailto:avhc.sec@outlook.com) or leave at the Village Hall or Canolfan Dyffryn with one of the Trustees or Community Co-ordinator. *Thank you.*

Hire Agreement for AVH&RG Village Hall/Canolfan Dyffryn 2024 Charity Number 1199725

2.