

Serving the Community

Charitable Incorporated Organisation 1162816  
Tel 07748 531275

**Ripley Village Hall**  
**High Street,**  
**Ripley, Surrey**  
**GU23 6AF**

## HIRE AGREEMENT

Contact Bookings Clerk  
Tel: 07748 531275 Email: info@ripleyvillagehall.org.uk

### SECTION 1.

Date of Agreement	
Between	Ripley Village Hall (RVH) High Street Ripley, GU23 6DB

### And the Hirer

Name of Organisation/Individual						
Contact Name						
Contact Address						
Contact Telephone						
Contact Email Address						
How do you wish to be contacted? <i>Please tick as required</i>	Email		Telephone		Post	

### SECTION 2.

Date(s) Required	Day		Month		Year	
Single Session	Yes	No	Regular Session	Yes	No	

*Please select single or regular sessions as required*

### SECTION 3.

Time Required	From		To	
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Please Note:

RVH is available for hire from:

08.00 - 22.30 Sunday to Thursday

*THE BUILDING AND CAR PARK MUST BE VACATED BY 22.30*

*WE RECOMMEND YOUR ACTIVITY OR FUNCTION ENDS 30 MINUTES PRIOR TO CLOSING TO ALLOW FOR CLEARING AND LOCKING UP*

08.00 – 23.30 Friday and Saturday

*THE BUILDING AND CAR PARK MUST BE VACATED BY 23.30*

*WE RECOMMEND YOUR ACTIVITY OR FUNCTION ENDS 30 MINUTES PRIOR TO CLOSING TO ALLOW FOR CLEARING AND LOCKING UP*

## SECTION 4.

### Premises Required

Main Hall	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Kitchen	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Small Hall	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Kitchen	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

*Please tick as required*

### IT IS AGREED AS FOLLOWS:

**1. On Payment** of the hire fee as set out in Clause 2 below, Ripley Village Hall (RVH) agrees to allow the Hirer use of the premises requested in SECTION 4 above for the purpose described in Clause 3 below for the date(s) and time(s) set out in SECTIONS 2 and 3 above. The details inserted in Clauses 2, 3, 4, 5 and 6 below are the terms of use for this agreement. This Hire Agreement includes the Standard Conditions of Hire attached and any special conditions of hire separately agreed as an addendum.

### 2. Hire Fees

#### One-Off Booking

The Hirer shall pay the full hire charge at the time of booking, together with a damage waiver deposit of £150; the deposit is refundable within 28 days after the event. The booking is not guaranteed until payment has been received in full. In the event of cancellation, 30 days notice in writing is required and the damage waiver deposit and hire charge will be refunded in full. If the Hirer gives less than 30 days notice in writing of cancellation, then the damage waiver deposit will be refunded in full, however the hire charge is non-refundable. Email is sufficient as evidence of written cancellation.

#### Regular Bookings

The Hirer shall pay monthly/quarterly/annually in advance the full cost of the hire for month/quarter/annual period.

#### Damage Waiver

The £150 damage waiver will be refunded within 28 days of the termination of the period of hire, provided that the hall is left in a clean and tidy state for the next user, no loss or damage has been caused to the premises or contents, nor complaints made to the Village Hall about noise or any other disturbance during the period of the hire, in particular late vacation of the premises or car park.

**HALL HIRE FEE:**                      **£**  
**DAMAGE WAIVER:**               **£150**

### 3. Purpose of Hire

Please give a brief description of the activities or function you will be undertaking during the period of hire.

### 4. Storage of Equipment

No equipment or other items can be left in the hall without express permission to do so.

**5. Ripley Village Hall Charitable Commitments**

RVH Trustees must fulfil their primary charitable obligations as set out in their governing document and agreed with the Charity Commission. In the event that RVH is required for charitable activities on the same date/time as the Hirer, RVH reserves the right to cancel this agreement in writing not less than 28 days in advance to the Hirer.

In the event of such termination, RVH will refund any monies paid in advance to the Hirer without any liability for expenses, costs or losses incurred directly or indirectly as a result of the termination.

**6. Ensuring Safety and Protection of Children, Young People and Vulnerable Adults**

RVH Trustees have a legal obligation to ensure the safety and protection of vulnerable groups as set out in the Ripley Village Hall Safeguarding of Vulnerable Adults and Protection of Children and Young People Policy, which is available on our website at [www.ripleyvillagehall.org.uk](http://www.ripleyvillagehall.org.uk). It is important that you read and agree to comply with our policy.

Groups and individuals hiring the hall are responsible for the safeguarding and protection of vulnerable groups in line with relevant legislation. RVH’s responsibility is to ensure that anyone who hires the hall to hold events or activities specifically for Children, Young People or Vulnerable Adults without a responsible Parent, Guardian or Carer present have made the appropriate levels of disclosure and have in place all necessary supervision and training. If you are planning to hire RVH for any activities involving protected groups on their own you may be asked to show the appropriate Disclosure and Barring Service (DBS) Certificate.

Groups which serve the under 3, 3 - 5 and 5 - 11 age groups will also need to provide evidence that they comply with the Ofsted guidelines for level of supervision.

I have read and comply with RVH Safeguarding of Vulnerable Adults and Protection of Children and Young People’s Policy on the RVH Website

*Please tick box*

I have read and comply with RVH Health & Safety Policy on the RVH Website

*Please tick box*

I have read and comply with RVH Privacy Policy on the RVH Website

*Please tick box*

I have read and comply with RVH WIFI Policy on the RVH Website

*Please tick box*

**Signed .....** **Date.....**

DBS Certificate Seen (if requested)

**Signed on behalf of RVH.....** **Date.....**