



# COGGESHALL PARISH COUNCIL

The Village Hall, 25 Stoneham Street, Coggeshall CO6 1UH

## VILLAGE HALL HIRE APPLICATION & AGREEMENT

An agreement between (1) and (2)

(1) The Village Hall named in clause 1.2 acting by the Parish Council Village Hall Committee ("Village Hall").

(2) The person or organisation named in clause 1.3 ("Hirer").

**AGREED** as follows:

1.1 Date(s) required:

DAY	DATE	FROM (TIME)	TO (TIME)

(The hall will be open 15 minutes before and after to set up and clear away furniture etc.)

### 1.2 Village Hall:

(a) Coggeshall Parish Council

Address

Telephone Number

Village Hall Committee

The Village Hall  
25 Stoneham Street  
Coggeshall  
Essex CO6 1UH

01376 563653

### 1.3 Hirer:

**Please complete all sections marked \***

(a) Name\*

(b) Organisation

(c) Details of Event e.g.  
Private party, exhibition \*

Address\*

Telephone Numbers \*

Email\*

1.4 Hire Fee

£

Deposit

£

Balance

£

**1.5 Premises**

Main Hall  Keys Room  Youth Chamber  Kitchen (Zero Charge)

**1.6 Is food to be provided at the event?** Yes/No

2. The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. Please confirm which licensable activities will take place at your event:

Activity	The hall is licensed for	Times for which the activity is licensed	Indicate activities to take place at your event
a. The performance of plays			
b. The exhibition of films			
c. Indoor sporting events			
d. Boxing or wrestling entertainment			
e. The performance of live music			
f. The playing of recorded music			
g. The performance of dance			
h. The sale of alcohol			

2.1 Where a licensable activity will take place, the hirer hereby acknowledges receipt of a copy of the conditions of the Premises Licence and/or operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agrees to comply with all obligations therein.

2.2 Have you indicated at 2(h) that alcohol will be available at your event Yes/No

**If you answer yes to the above question, you will need to seek written permission from the Parish Council Village Hall Committee by completing the appropriate form. Please contact the Bookings Manager for details. Applications should be made a minimum of six weeks before the event.**

2.3 The Hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers.

Main hall	150
Keys Room	75
Youth Chamber	12

2.4 In order to hold a licensable activity on the premises or on part of the premises not covered by the hall's Premises Licence or where a Village Hall does not have a Premises Licence, a Temporary Event Notice (TEN) will need to be given to the licensing authority.

The Hirer shall obtain the written consent of the Parish Council Village Hall Committee on the form provided for this purpose before giving the licensing authority a TEN. Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENs which can be granted annually for any premises. Lack of co-operation could affect future fundraising by the Parish Council Village Hall Committee and local voluntary organisations.

3. The Hirer agrees with the Parish Council Village Hall Committee to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.

Signed by the person named at 1.2(b) above, duly authorised, on behalf of the Parish Council Village Hall Committee

..... Dated.....

Signed by the person named at 1.3(a) above or at 1.3(c) above, duly authorised, on behalf of the organisation named at 1.3(b) above, where applicable

..... Dated.....