



# The Westcott Reading Room Hire Agreement

DATED:

PARTIES:  and

- (1) The Westcott Reading Room ("WRR") named in clause 1.2 acting by its management committee
- (2) The person or organisation named in clause 1.3 ("Hirer").

**AGREED** as follows:

1. In consideration of the hire fee described in clause 1.4, the WRR agrees to permit the Hirer to use the premises described in clause 1.5 for the purpose described in clause 1.6 for the period(s) described in clause 1.1. The details inserted in sub-clauses 1.1 to 1.6 below and the answers to the questions in sub-clauses 1.7 and clause 2 are terms of this agreement. This Hire Agreement includes the **Standard Conditions of Hire** and the **Special Conditions of Hire** (if any) set out in the attached Schedule.

**1.1 Date and Time:**

Date	Time	
	From	To
<input type="text"/>	<input type="text"/>	<input type="text"/>

**1.2 The Westcott Reading Room:**

Registered Charity No:

Authorised Representative:  Contact:

**1.3 Hirer:**

Organisation Or Private Person:  Address:

Authorised Representative:  Telephone Numbers:

**1.4 Hire Fee:**  
(+ £20 if alcohol sold on premises)

**Deposit:**  
See note 1

**Balance:**  
See note 2

**Special Deposit:**  
See note 3

£
£
£
£100

*Notes*  
 1. **At least one third** of the Hire Fee. Payable on signing of this contract. (Refundable if cancelled within six weeks.)  
 2. Balance of the hire fee payable **7 days before** an individual event.  
 3. Payable **7 days before** an individual event. To be refunded within 28 days of the termination of the hire provided that no damage or loss has been caused to the premises and/or contents nor complaints made to the WRR about noise or other disturbance during the period of the hiring or as a result of the hiring.

**Payment Details**

Either by cheque or preferably by Internet banking. **No cash.**

WRR Bank Details:

Bank:	Barclays	A/C Number	60942995
A/C Name:	Westcott Reading Room Trust	Sort Code:	20-23-97
Bank:		A/C Number	
A/C Name:		Sort Code	

Hirer Bank Details:



1.5 Premises

Kitchen usage:

Equipment/ Storage of

Commercial Use?

Yes/No If YES, Hirer to produce copy of Public Liability Insurance

1.6 Purpose/description of hiring

Will this be a public/private event?

1.7 Is food (other than biscuits/cakes) to be provided at the event?

2. The WRR has a Premises Licence authorising the following regulated entertainment and licensable activities between 0800 and 2300. Please indicate which activities relate to your event. The provision of hot food/drink after 2300 is not permitted.

Activity	Tick
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	

Activity	Tick
g. The performance of dance	
h. Entertainments similar to those in a – g	
i. Making music	
j. Dancing	
k. Entertainment similar to those in l – j	
l. The sale of alcohol *	

\* An additional charge of £20 will be levied. You will need to seek written permission from the management committee in order for a bar to be provided by or arranged with the WRR's Designated Premises Supervisor.

If any of the above have been ticked, please initial the box to indicate that you acknowledge 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 that you agree to comply with all obligations therein. Please also refer to the **Special Conditions of Hire**.

The hall has a licence with the **Performing Rights Society** for the performance of copyright music.

- The Hirer agrees with the WRR to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.
- None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

Signed on behalf of the **Westcott Reading Room Management Committee** by the person named at 1.2 above, duly authorised, :

Name in Print:

Date:

**Witness** to the above:

Name in Print:

Date:

Signed on behalf of the **Hirer** by the person named at 1.3 or , duly authorised, on behalf of the organisation named at 1.3 above where applicable:

Name in Print:

Date:

**Witness** to the above:

Name in Print:

Date:

