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THE CROSS
BARN

Registered Charity Number 1103998

Date issued

The Cross Barn Odiham
Palace Gate Farm
Odiham
Hook RG29 1JX

HIRING AGREEMENT

This HIRING AGREEMENT is made between THE CROSS BARN and the HIRER named below

The Cross Barn Odiham agrees to permit the hirer to use the hall and associated facilities of the Cross Barn for the purpose, periods and fees described below

Purpose of Hire:

Period of Hire: Date:.....

Time (in half hour blocks): Please include preparation and clearing up time

..... to

Table with 2 columns: Description and Amount (£). Rows include Hire Fee for Hall, Meeting Room, Other Facilities (Extra crockery, Licence for alcohol), and Total.

Full payment is required for (i) a booking where the hall hiring fee is £50 or less
(ii) any booking made less than 6 weeks in advance

For all other bookings a deposit of £40 is required with the balance to be paid 6 weeks before the event.

Please also send a separate cheque for £100 for the cautionary deposit – see Conditions of Hire.

Cancellation Fee – please see Conditions of Hire

Cheques payable to: The Cross Barn

Keys to be collected from and returned to The George Hotel, High Street, Odiham

N.B. Please discuss any intended use of music with the Manager before submitting this form.

The Hirer, having read and understood the conditions and stipulations of the Cross Barn's Conditions of Hire, agrees to observe and perform the provisions of this agreement and all notices and rules as displayed governing the use of the premises.

The Hirer: Name or Organisation

Contact Address

..... Postcode.....

Telephone.....Email.....

Signed Hirer..... Print Name.....

Date.....

For and on behalf of The Cross Barn.....

For Cross Barn use

Table for accounting: Full payment received, Hiring deposit received, Cautionary deposit received, Balance due, Balance received.

Notes

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STANDARD CONDITIONS OF HIRE

In the conditions set out below the Hirer is the person signing the Hiring Agreement, on behalf of himself or herself or the Organisation named. XBMC is the Cross Barn Management Committee.

1. The Hirer shall pay at the time of booking (i) the full fees where the hall hiring fee is £50 or less, or (ii) the full fees, irrespective of value, where the booking is made less than 6 weeks in advance, or (iii) a deposit of £40 with the balance of the fees being due 6 weeks in advance of the event.
2. Cancellation by the XBMC. Monies paid by the Hirer shall normally only be fully refundable in the event that the XBMC cancels the booking for reasons that are not the reasonable responsibility of or under the control of the Hirer.
3. Cancellation by the Hirer. Where the Hirer gives 2 weeks or less notice of cancellation and the XBMC has been unable to obtain a replacement booking, the total amount retained by the XBMC will be the full hall hiring fee. Where the Hirer gives more than 2 weeks but less than 4 weeks notice of cancellation and the XBMC has been unable to obtain a replacement booking, the total amount retained by the XBMC will be half the hall hiring fee. For all other cancellations by the Hirer the full hiring fee, less £10 administration fee, will be returned to the Hirer.
4. The Hirer shall pay a cautionary deposit cheque of £100. This will be destroyed or returned to the Hirer within 7 days of the hire, providing the conditions of hire have been fulfilled. £20 of the deposit will be withheld if the key is not returned promptly to the George Hotel immediately after the Hire. However, such deposit will be forfeit to some degree or in its entirety (at the discretion of the XBMC) in the event of failure to comply with any Condition of Hire, e.g. for repair of damage to premises and/or equipment; failure to leave the premises, particularly the kitchen and toilets, in a clean and tidy condition; equipment or furniture moved and not replaced in its original position.
5. The Hirer shall be responsible for the observance of all regulations relating to the premises stipulated by the Local, Licensing and Fire Authorities or other statutory bodies.
6. The Hirer shall, during the period of hire, be responsible for the supervision of the premises, including, protection of the fabric and contents from damage or change of any kind, and for the behaviour of all persons using the premises. This includes proper supervision of car parking and movements on, into and out of the premises, the non-obstruction of the Highway and the requirement that vehicles shall not reverse from or into the forecourt. (Also see para. 13).
7. The Hirer shall be responsible for making appropriate arrangements for insurance against any third party claims which may lie against him or his association whilst using the premises.
8. The Hirer shall not sub-let, or allow use of the premises for any purpose whatsoever that is unlawful.
9. The Hirer shall indemnify the owner of the premises and the XBMC for the cost of repair of any damage to any part of the premises, which includes the fabric, curtilage and contents, whether or not the result of accident, that occurs during or as a result of the booking, to the extent necessary to return the premises to the condition immediately prior to the damage being caused. Such indemnity to include the cost of replacement locks and all keys in the event of loss or damage.
10. The Hirer shall not, without prior consent of the XBMC, alter or add to the fabric of the premises, nor write-on or apply adhesive, drawing pins etc to the fabric, nor make alterations to the electrical systems, nor use any unapproved electrical device during the period of hire.
11. The Hirer shall observe the stipulations made by XBMC as to the playing of music, acoustic or electronically amplified, and the use of microphones. Use of all or any such electrical devices is at the risk of the Hirer.
12. The Hirer shall ensure that the noise-limiter set for the purpose of compliance with Health & Safety, nuisance, other legal stipulations and neighbourhood consideration is not adjusted or interfered with and shall indemnify the owner of the premises and XBMC against failure to respect this condition.
13. The Hirer shall ensure that forecourt vehicle parking provisions are respected in accordance with the signage displayed, parking only in the 4 marked spaces, and that provision is made for disabled parking in the designated space. No fire exit is to be blocked at any time; public parking arrangements are set out on the website and details are available from the Barn Manager.
14. The Hirer shall be responsible for ensuring that these conditions are understood and communicated to those persons for whom he or she is responsible.
15. The Hirer agrees that a member of the XBMC may terminate any booking, at any time without recompense, where in the member's judgment there is a failure to comply with one or more of the conditions above such as to cause or risk damage to the premises and/or nuisance to others.
16. It is the responsibility of the Hirer to ensure that all food preparation is carried out in a safe and hygienic manner that complies with current legislation.