

## Shackleford Centre – Pilkington Hall – HIRING AGREEMENT – Multiple Bookings

The Parties to this agreement are:

- (1) The Shackleford Centre and
- (2) The Hirer named in Section 1.3

The Village Shop is the Authorised Agent for booking the Village Hall. Please complete, sign and return this agreement to the Village Shop **one week before** the event.

### Village Hall Bookings

The Village Shop      01483 810 358  
 The Street              08:00-13:00 Mon-Sat  
 Shackleford            09:00-10:30 Sunday  
 Godalming  
 GU8 6AH

**AGREED** as follows:

- In consideration of the hire fee described in clause 1.4, the Shackleford Centre 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 clause 2 are terms of this agreement. This Hiring Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

**1.1 Date(s) and Time(s)** for regular and repeat bookings:

Usual Day(s) and Time(s)	09:00-13:00	14:00-18:00	19:00-23:00

**1.2 The Shackleford Centre**

The hire covers the use of:

- The Pilkington Hall
- The Kitchen
- Kitchen equipment at an additional cost
- The toilets

Shackleford Village Hall  
 Shackleford Road  
 Shackleford  
 Godalming  
 GU8 6AE

Registered Charity No: 1130784  
 Registered Company No: 6893916

**1.3 Hirer: Name and Address**

**Contact Details**

**1.4 Hire Fee** Payable in **ADVANCE**.

FEES	£
Standard Fee	
Discount	
<b>Hire Charge</b>	
Deposit	
Balance	

Fees are **PER SESSION** for REPEAT / REGULAR users.

**Payment via electronic transfer to:**

Account Name: The Shackleford Centre  
 Sort code: 30-93-49. Account Number: 20420768

Or by Cheque or Cash at the Village Shop. **Thank you**

**1.5 Premises**

**The Pilkington Hall**

Use of Kitchen equipment

**1.6 Purpose/description of hiring**

2. The Shackleford Centre has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. We **do not** have a licence for the **sale of alcohol**. See 2.1 Please confirm which licensable activities will take place at your event:

2.1 If **alcohol is to be sold or included in the price of entrance or any other charge** then you **must apply** for a **Temporary Event Notice (TEN)** from the local licensing authority and have this licence available at the event.

Activity		Times for which the activity is licensed	Activities to take place at your event
a/e/g	The performance of plays, live music and dance	Friday & Saturday 5.30 pm to midnight	YES / NO
f	The playing of recorded music	Monday to Thursday 9.00 am to 3.00 pm Friday & Saturday 5.30 pm to Midnight	YES / NO

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

The Pilkington Hall      80 at tables. 120 without tables

2.3 The Centre does not have a licence with the Performing Right Society for the performance of copyright music.

2.4 The Hirer must advise the management committee if they obtain a TEN because there is a limit on the number of TENS that can be granted annually for any premises.

3. The Hirer agrees with the Shackleford Centre to be present during the hiring and to comply fully with this Hire Agreement.

4. It is agreed that the Standard Conditions of Hire together with any additional conditions imposed under the Premises Licence (see clause 2.3) or by the Shackleford Centre management committee shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Shackleford Centre and the Hirer.

5. 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.

**Payment of the hiring fee constitutes acceptance of this Hiring Agreement and the Standard Conditions of Hire attached to the booking confirmation.**

**I agree to the terms of this Hiring Agreement and the Conditions of Hire attached.**

Hirer's Name Hirer's Signature  
Date