



# Harlaxton Village Hall

3 Church Street, Harlaxton, Grantham NG32 1HB  
harlaxton.village.hall@gmail.com

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## VENUE HIRE Harlaxton Village Hall

Thank you for your enquiry.

Attached is the Hire Agreement, along with the Conditions of Hire and Privacy Policy. Please read the documents carefully and then print and complete the information required on page 2.

To secure your booking the hire amount is required (see page 2). This can be paid by bank transfer or by cheque.

Please pay the hire amount by bank transfer to Account No.80414670, Sort Code 40-22-19 for the appropriate amount using your surname as reference.

**Please note:**

- **The Hire Fee payment is required to reserve the hall for date and time.**
- **The hall must be left in the same condition as it was found, floors swept and all dishwashers emptied, crockery etc returned to the correct cupboards.**
- **Inflatable structures including bouncy castles are NOT to be used in or outside Harlaxton Village Hall.**
- **Commercial hirers need to provide a copy of their public liability insurance before a contract can be agreed.**
- **Additional car parking may be available in the church car park, dependant on church events, please ask at time of booking.**

**Bookings Secretary**

**Karen Young**

Direct Dial: 01476 571027 07557404726



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## HIRE AGREEMENT

This Agreement is made between \_\_\_\_\_ (the Hirer) and Harlaxton Village Hall Committee for the use of the HVH premises for the purpose and period described below. Hire includes use of the kitchen, meeting room, and projector and screen, and is subject to the Hire Agreement terms and conditions below and as set out in the HVH Conditions of Hire attached.

Date and time of Hire: .....

Address & Postcode: .....

.....

Telephone number/s: .....

Email address: .....

Purpose of Hire: .....

Number of guests expected (not to exceed 40): .....

Premises Hire, including, set up and clearing up: \_\_\_\_\_ hours @ £7.50/hour =

Total :

In addition the hirer **MUST** ensure **ALL** people attending the event have signed into the venue using the Harlaxton Village Hall Q Code or signed the signing sheet if they do not have a smart phone.

**I/We have read, understood and agree to abide by the terms and conditions as set out above and in the HVH Conditions of Hire and have read, understood and accept the HVH Privacy Policy, fire safety policy.**

Hirer: .....  
Print Sign Date

**Please print/scan page 2, complete them as appropriate including your signature and return to:**

[harlaxton.village.hall@gmail.com](mailto:harlaxton.village.hall@gmail.com)

**Harlaxton Village Hall : OFFICE USE ONLY**

Deposit rcpt no: \_\_\_\_\_ Payment rcpt no: \_\_\_\_\_



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## CONDITIONS OF HIRE

1. The Hirer will, during the period of the hiring, be responsible for the supervision of the premises, the fabric and contents, their care, safety from damage, or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the adjoining highways. Access to 5 Church St must be maintained at all times.
2. The Hirer shall not use the premises for any other purpose other than that described in the Hire Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the sale of alcohol, thereon unless a licence has been obtained by the hirer from SKDC and a copy has been provided with the booking form.
3. The Hirer shall ensure that nothing is done on, or in relation to, the premises contravention of the law in relation to gaming, betting and lotteries. The Harlaxton Village Hall License Agreement forbids gambling, betting and lotteries.
4. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates Court or otherwise, particularly in relation to any event that includes public dancing or music or other public entertainment or stage plays.
5. The Hirer shall assume all responsibility for the observation of all relevant food, health and hygiene legislation and regulations, should they wish to prepare and serve food.
6. The Hirer shall ensure any equipment, including electrical appliances, brought by them to the premises and used there, shall be safe and in good working order and used in a safe manner.
7. Any equipment stored by the Hirer in the premises is stored at the Hirers own risk.
8. The Hirer shall reimburse the Harlaxton Village Hall Committee for the cost of repair of any damage done to any part of the property including contents, that occurs during the period of hiring or as a result of hiring.
9. The Hirer shall be responsible for making arrangements to insure against any third-party claims that may lie against him or her (or the organisation) whilst using the hall.
10. The Hirer must report all accidents involving injury to the public to a member of the HVH Committee as soon as possible. Any failure of equipment belonging to the Hall must be reported to a Committee member as soon as possible.
11. The Hirer shall ensure no animals, except guide dogs, are brought in the hall, unless by prior agreement with the HVH Committee.



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12. The Hirer shall ensure any activities for children comply with the relevant legislation.
13. The Hirer shall not carry out or permit fly posting or any forms of unauthorised advertisements for any event taking place at the Hall.
14. Should the Hirer wish to cancel the booking before the date of the event and the HVH Committee is unable to secure a replacement booking, the question of payment or the repayment of any fees shall be at the discretion of the HVH Committee.
15. In the event the HVH facility is unfit for the use for which it has been hired, the HVH Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.
16. The HVH Committee reserves the right to refuse a booking without notice, or to cancel this Hire Agreement at any time either before or during the term of the agreement upon giving 7 days' notice to the Hirer. The Hirer shall be entitled to the reimbursement of such monies as had been paid to the HVH Committee.
17. The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless otherwise agreed. All rubbish must be placed in the supplied black bin bags and placed in the suitable rubbish/recycling pink bin outside the back of the hall.
18. The Hirer shall ensure that the minimum of noise is made on arrival and departure.
19. The number of people on the premises must not exceed 40, unless government Covid Restrictions apply, then those guidelines should be adhered to. Any maximum number which applies will be made clear to Hirers on receipt of a completed booking form
20. All means of exit from the premises must be kept free from obstruction.
21. Should any of the emergency services be called, then this must be reported to the HVH Committee as soon as possible.
22. Chairs should be stacked in groups of 6. Tables and chairs should be returned to designated area after hiring.
23. All fans in the kitchen are to be used whilst cooking.
24. For fire safety please refer to Harlaxton Village Hall Fire Risk Assessment and emergency plan.
25. For Covid safety please refer to the Covid risk assessment.



## PRIVACY POLICY STATEMENT

Harlaxton Village Hall (HVH) undertakes to collect and use your personal data in compliance with the General Data Protection Regulation (GDPR). Our legal basis for processing this data is our legitimate interest as a Village Hall. We use your data for the administration of your Hire Agreement. The information will be recorded and held safely and securely in line with HVH's Privacy Policy Statement. NB: HVHC will not pass on your personal details to any third party unless there is a legal obligation required by law.

### **How we will handle your personal data and protect privacy:**

#### **A guide to how we meet the requirements of the General Data Protection Regulation (GDPR) 2018**

Making sure that personal data is secure and properly dealt with is of paramount importance in our dealings with you. It is important that you understand what information we will take, why we need it and how we will process your details.

#### **What data will you ask me for?**

We will ask for minimum information from you. The information we ask for is your name/s, the name of the club or organisation you represent (if appropriate) and your address, telephone number/s and email address

#### **How will you use my data?**

To book an event in your name when you hire Harlaxton Village Hall.

#### **How long will you store my data?**

We will only keep your data for as long as necessary, after which time it will be shredded and disposed of securely.

#### **Can I see a copy of my personal data?**

Yes. Please write to the address above and within a month of receipt we will provide a copy of any personal data we hold. Please note that we may need to verify your identity before providing the information.

#### **What if my data is incorrect or incomplete?**

You have a right to have your data corrected or completed by contacting Harlaxton Village Hall in writing at the above address.

#### **How can I get more information?**

If you would like further details on how we use your personal information, or if you have any data protection queries, please write to the address above and we will respond within one month of receipt.