FoGMVH | FRIENDS OF GOADBY MARWOOD VILLAGE HALL

GOADBY MARWOOD VILLAGE HALL

HIRE AGREEMENT & CONDITIONS OF HIRE

2026 EDITION

Friends of Goadby Marwood Village Hall (FoGMVH)
Charitable Incorporated Organisation | Registered Charity No. 1207499
Goadby Marwood Village Hall, Main Street, Goadby Marwood, Leicestershire LE14 4LN

Welcome

Goadby Marwood Village Hall is a historic community building managed by the Friends of Goadby Marwood Village Hall (FoGMVH) for the benefit of the local community.

The Village Hall is managed largely by volunteers. We ask all hirers and users to treat the building, its contents and surroundings with care, to respect our neighbours and rural location, and to leave the Village Hall clean, tidy and secure after use.

We welcome bookings from individuals, families, community groups, charities, clubs and organisations. FoGMVH reserves the right to refuse a booking where the proposed activity would be unlawful, unsuitable, contrary to the charitable purposes of FoGMVH, likely to cause unreasonable nuisance or disturbance, or likely to bring the Village Hall or FoGMVH into disrepute.

No booking will be accepted for activities promoting hatred, discrimination or intolerance against individuals or groups on the basis of protected characteristics. Hypnotism, whether by exhibition, demonstration or performance, is not permitted.

PART A - BOOKING DETAILS

1. The parties

This Hire Agreement is between Friends of Goadby Marwood Village Hall (FoGMVH), Registered Charity No. 1207499 (referred to as “FoGMVH”, “we”, “us” or “our”) and the Hirer named below.

Name of hirer
Organisation, if applicable
Address
Telephone
Email

The Hirer must be aged 18 or over. If the booking is made on behalf of an organisation, the person signing this Agreement confirms that they are authorised to enter into this Agreement on its behalf.

2. Booking

Date(s) required: _____

Access/start time: _____

Event start time: _____

Event finish time: _____

Village Hall vacated by: _____

Purpose/description of event: _____

Expected number attending: _____

Maximum permitted occupancy of the Village Hall: 60 persons, including organisers and performers. The number permitted may be lower for particular activities or room arrangements where required by the fire risk assessment, Premises Licence, licensing authority or FoGMVH.

3. Nature of the event

	Yes	No
Is this a commercial hire?	☐	☐
Will admission be charged or tickets sold?	☐	☐
Will food be prepared, served or sold?	☐	☐
Will alcohol be provided?	☐	☐
Will alcohol be sold?	☐	☐
Will live music be performed?	☐	☐
Will recorded music be played?	☐	☐
Will a film be shown?	☐	☐
Will children or vulnerable adults participate in an organised activity?	☐	☐

Further information may be requested before the booking is confirmed.

4. Hire charges

Resident rate	£12.00 per hour
Non-resident rate	£15.00 per hour
Agreed hire charge	£_____
Booking payment/deposit	£_____
Security/damage deposit, if required	£50.00

Any booking payment made will be credited towards the total hire charge. The balance must be paid no later than the end of the period of hire unless otherwise agreed in writing.

Where a security/damage deposit is required, it will normally be returned within 28 days following the hire, provided there has been no damage, loss, unreasonable cleaning requirement, breach of these Conditions, or substantiated complaint concerning noise or disturbance. FoGMVH may deduct reasonable costs arising from the hire; where such costs exceed the deposit, the Hirer remains responsible for the balance.

5. Alcohol

Alcohol must not be sold, supplied or brought onto the premises without the prior agreement of FoGMVH. The Village Hall's existing Premises Licence and alcohol arrangements continue to apply. Where a Temporary Event Notice or other authorisation is required, the Hirer must obtain FoGMVH's agreement before making any application and must comply with all applicable licensing requirements.

6. Agreement

This Hire Agreement and the attached Conditions of Hire together form the contract between FoGMVH and the Hirer. By signing below, the Hirer confirms that they have read and understood the Conditions of Hire, agree to comply with them, accept responsibility for the Village Hall throughout the period of hire, and will ensure, so far as reasonably practicable, that everyone attending the event complies with the relevant conditions.

Signed for FoGMVH: _____

Name: _____

Date: _____

Signed by the Hirer: _____

Name: _____

Organisation (if applicable): _____

Date: _____

PART B - CONDITIONS OF HIRE

These Conditions form part of every Hire Agreement for Goadby Marwood Village Hall. If you are in doubt about any requirement, please contact FoGMVH before the event.

1. Responsibility and supervision

The Hirer must be aged 18 or over and must be present throughout the period of hire unless FoGMVH has agreed otherwise in writing. The Hirer is responsible for proper supervision of the Village Hall, its contents and everyone attending the event.

The Hirer must take reasonable steps to prevent damage and ensure appropriate behaviour. Vehicles associated with the event must be parked considerately and must not obstruct Main Street, neighbouring properties, entrances, emergency access or the highway. Any damage, breakage, loss or other incident must be reported promptly.

2. Permitted use

The Village Hall may only be used for the purpose stated in the Hire Agreement. The Hirer must not sub-hire the Village Hall or permit it to be used for any unlawful or unsuitable purpose.

Nothing may be brought into or done within the Village Hall which could endanger the building, its occupants or contents, invalidate FoGMVH's insurance, or cause unreasonable nuisance to neighbours.

3. Capacity

The maximum permitted occupancy is 60 persons, including organisers and performers. The permitted number may be lower for particular activities or room arrangements where required by the fire risk assessment, Premises Licence, licensing authority or FoGMVH.

4. Insurance, damage and liability

The Hirer is responsible for damage caused to the Village Hall, its grounds, fixtures, fittings, equipment or contents arising from the hire, except where caused by FoGMVH's negligence. The Hirer must pay the reasonable cost of repairing or replacing property damaged or lost as a result of the hire.

Commercial hirers and any other hirers whom FoGMVH reasonably requires to do so must maintain appropriate public liability insurance and provide evidence of cover on request. Nothing in this Agreement excludes or limits any liability which cannot lawfully be excluded or limited.

FoGMVH maintains insurance appropriate to the operation of the Village Hall. Hirers should not assume that this automatically covers their own activities, equipment or liabilities.

5. Premises Licence and Temporary Event Notices

The Hirer must comply with the Village Hall's existing Premises Licence and any conditions applying to the event. Where an activity is not covered by the Village Hall's existing permissions and a Temporary Event Notice or other authorisation may be required, the Hirer must consult FoGMVH before making any application.

FoGMVH may refuse consent where an application could adversely affect the Village Hall's licensing position or the number of Temporary Event Notices available to it.

6. Alcohol

Alcohol may only be brought onto, supplied or sold at the Village Hall with FoGMVH's prior permission and in accordance with the Village Hall's existing licensing arrangements. Where a licence or Temporary Event Notice is required, the appropriate authorisation must be in place before alcohol is sold or supplied.

The Hirer must take reasonable steps to prevent excessive drinking and must not permit drunk, violent, threatening or disorderly behaviour. FoGMVH reserves the right to require anyone behaving in such a manner to leave the premises. Illegal drugs are strictly prohibited.

7. Music

Live and recorded music may only be provided where permitted by law, the Village Hall's Premises Licence and FoGMVH. The Hirer is responsible for checking whether any copyright or music licence is required for the particular event where it is not covered by licences held by FoGMVH.

8. Films

The showing of films requires the prior agreement of FoGMVH. The Hirer must ensure that any film shown is properly licensed for the intended exhibition. FoGMVH's permission to show a film does not itself constitute a copyright or commercial film licence.

Any age classification imposed by the British Board of Film Classification or other lawful classification authority must be observed.

9. Safeguarding

Where an organised activity involves children, young people or adults at risk, the Hirer is responsible for ensuring that appropriate safeguarding arrangements are in place and that the activity complies with applicable safeguarding legislation and guidance.

Where appropriate, FoGMVH may require the Hirer or organisation to provide evidence of its safeguarding policy and relevant Disclosure and Barring Service checks. Children attending private or family events must remain under appropriate adult supervision.

10. Fire safety and emergency procedures

The Hirer must familiarise themselves with the Village Hall's fire and emergency procedures before the event begins. Fire exits and escape routes must remain unobstructed and immediately available for use throughout the hire.

Fire doors must not be wedged open unless fitted with an approved automatic release device. Fire-fighting equipment must not be moved or interfered with except in an emergency. Decorations, furniture, equipment, cables and other items must not obstruct escape routes or create a fire hazard.

In the event of fire, occupants must be evacuated and the Fire and Rescue Service called. Any fire, however small, must subsequently be reported to FoGMVH.

11. Health and safety

The Hirer must take reasonable care for the health and safety of everyone attending the event and comply with FoGMVH's Health and Safety Policy and any reasonable safety instructions provided. Any hazard, defect or failure of Village Hall equipment discovered during the hire must be reported as soon as practicable. The Hirer must not attempt repairs to Village Hall equipment or installations.

12. Accidents and incidents

Any accident involving injury, significant near miss, dangerous occurrence, damage or other serious incident must be reported to FoGMVH as soon as possible and, where required, entered in the Village Hall's accident or incident record.

FoGMVH will be responsible for any statutory report that falls to it as premises operator. Hirers remain responsible for statutory reporting obligations applying to their own organisation or activities.

13. First aid

The location of the Village Hall's first-aid equipment is identified in the Village Hall's safety information. The Hirer should familiarise themselves with its location before their event begins.

14. Food and hygiene

Anyone preparing, serving or selling food must comply with applicable food safety and hygiene requirements. Food requiring temperature control must be stored appropriately. The kitchen and all equipment used must be left clean and hygienic following use.

Hirers undertaking commercial or organised food activities are responsible for ensuring that they hold any registrations, permissions or qualifications required for their activity.

15. Electrical equipment

Any electrical appliance brought into the Village Hall by the Hirer must be safe, in good working order and suitable for its intended use. FoGMVH may refuse the use of any equipment which it reasonably considers unsafe or unsuitable. Electrical installations, sockets, distribution equipment or fixed appliances must not be altered or interfered with.

16. Heating and log burner

Hirers must only use heating provided or expressly approved by FoGMVH. Portable LPG heaters and other unauthorised heating appliances are prohibited.

The Village Hall's log burner may only be lit or operated where FoGMVH has expressly authorised its use and the person responsible has been given appropriate instructions. Nothing may be placed on, against or unreasonably close to the log burner or other heating appliances.

17. Kitchen and Village Hall equipment

Village Hall equipment and kitchen appliances must only be used for their intended purpose and in accordance with any instructions provided. Any fault, damage or breakage must be reported. Equipment belonging to the Village Hall must not be removed from the premises without prior permission.

18. Audio-visual equipment

The Village Hall's projector, screen, sound equipment and associated audio-visual equipment must be used carefully and in accordance with instructions provided by FoGMVH. Hirers must not alter fixed wiring, remove installed equipment, reset system configurations or make unauthorised changes to equipment settings.

The Hirer is responsible for ensuring that any personal device connected to Village Hall equipment is compatible and safe. FoGMVH cannot guarantee compatibility with every device, file format, streaming service or internet-based service.

19. Wi-Fi

Wi-Fi is provided as a convenience and FoGMVH does not guarantee uninterrupted availability, speed or compatibility. Users must not use the service for unlawful purposes, attempt unauthorised access to systems or networks, distribute unlawful or infringing material, or interfere with other users' access.

FoGMVH may suspend or withdraw Wi-Fi access where reasonably necessary. Users remain responsible for the security of their own devices and information.

20. Noise and neighbours

Goadby Marwood Village Hall is situated within a small rural community and close to residential properties. Hirers must keep noise to a reasonable level, particularly when arriving and leaving.

Doors and windows should be managed appropriately where amplified music or other significant noise is being generated. Everyone attending must leave quietly and with consideration for neighbours. Any noise conditions contained in the Premises Licence must be observed.

21. Finishing times

All events must finish by 11.00 pm and the premises must be cleared and secured by midnight, unless an earlier finishing time has been specified in the Hire Agreement or required by the Premises Licence.

22. Smoking and vaping

Smoking and vaping are prohibited inside the Village Hall. Anyone smoking or vaping outside must do so considerately and safely and must dispose of cigarette ends and other waste appropriately.

23. Flammable substances, naked flames and hazardous items

Highly flammable or hazardous substances must not be brought into the Village Hall without FoGMVH's prior written permission. Portable LPG appliances are prohibited. Candles, naked flames, smoke-producing equipment and similar items may only be used with prior permission. Combustible decorations must not be used where they could create a fire hazard.

24. Inflatables

Bouncy castles, inflatable play equipment and similar inflatables may not be erected inside the Village Hall.

25. Animals

Animals are not permitted inside the Village Hall without prior agreement from FoGMVH, except assistance dogs. Any permitted animal must remain under appropriate control.

26. Decorations and protection of the building

The Village Hall is a historic building and must be treated with particular care. No nails, screws, staples, drawing pins, adhesive tape, sticky tack, glue or other fixings may be applied to walls, ceilings, doors, windows, timberwork, stonework or other parts of the building unless specifically approved by FoGMVH.

Decorations may only be attached at designated points or using a method approved by FoGMVH. Confetti, confetti cannons, glitter or powder guns may not be used in the Village Hall or the car park.

27. Furniture and flooring

Tables, chairs and other movable equipment must be handled carefully and returned to their designated positions after use. Furniture and heavy equipment must not be dragged across the floor. The Hirer will be responsible for avoidable damage caused to floors, walls, doors or other surfaces during the hire.

28. Sale of goods, gaming, betting and lotteries

Any sale of goods, gaming, betting, raffle, lottery or similar activity must comply with applicable law. The Hirer is responsible for obtaining any permissions or registrations required for their activity.

29. Advertising and flyposting

The Hirer must not undertake unlawful flyposting or unauthorised advertising in connection with an event at the Village Hall. Any signs or notices displayed at the Village Hall must be removed promptly following the event.

30. Property and equipment belonging to hirers

FoGMVH accepts no responsibility for property brought into or left at the Village Hall except where loss or damage results from FoGMVH's negligence or where liability cannot otherwise lawfully be excluded. FoGMVH cannot accept responsibility for any damage to, or theft from, vehicles parked in the car park, except where liability cannot lawfully be excluded.

Unless storage has been specifically agreed, all property belonging to the Hirer must be removed at the end of the hire. FoGMVH may charge reasonable storage or removal costs for property left behind.

31. Cleaning and rubbish

The Village Hall must be left in a clean and tidy condition. Tables and other surfaces used must be wiped clean; kitchen equipment and crockery used must be washed and returned appropriately; floors must be left reasonably clean; and toilets must be left tidy.

Unless FoGMVH instructs otherwise, rubbish generated by the event must be removed by the Hirer. FoGMVH may make a reasonable additional charge where exceptional cleaning is required following a hire.

32. End of hire and security

At the end of the hire the Hirer must ensure that all persons have left; equipment and furniture have been returned to their proper positions; electrical and other equipment has been switched off as instructed; windows and external doors have been secured; the Village Hall is left clean and tidy; and the building is locked in accordance with the instructions provided.

Any keys or access devices must be returned as agreed. Failure to secure the Village Hall properly may result in an additional charge and the Hirer may be responsible for losses reasonably arising from their failure to follow the security instructions.

33. Cancellation by the Hirer

More than 28 days before the hire: full refund of hire payments made.

14-28 days before the hire: FoGMVH may retain up to 25% of the agreed hire charge.

7-13 days before the hire: FoGMVH may retain up to 50% of the agreed hire charge.

Less than 7 days before the hire: the full hire charge may be payable.

Where FoGMVH is able to re-let the Village Hall for the cancelled period, it may at its discretion refund all or part of any cancellation charge. FoGMVH may waive cancellation charges in exceptional circumstances.

34. Cancellation by FoGMVH

FoGMVH may cancel a booking where the Village Hall is required as a polling station; the proposed use would breach licensing, insurance, legal or statutory requirements; FoGMVH reasonably believes unlawful or unsuitable activities are likely to occur; the Village Hall becomes unsafe or unsuitable for the intended use; an emergency requires the Village Hall to be used for another purpose; circumstances beyond FoGMVH's reasonable control prevent the hire from proceeding; or the Hirer has materially breached this Agreement.

Where FoGMVH cancels for reasons which are not the fault of the Hirer, payments already made for the hire will be refunded. FoGMVH will not be responsible for consequential losses such as catering costs, entertainment costs, travel expenses or loss of profit, except where liability cannot lawfully be excluded.

35. Emergency closure

FoGMVH may close the Village Hall or terminate a hire immediately where reasonably necessary to protect people or property, including because of fire, flooding, severe weather, utility failure, structural problems or another emergency.

36. Alterations

No alterations or additions may be made to the Village Hall. Nothing may be fixed permanently or temporarily to the building without prior permission. Any authorised temporary installation must be removed at the end of the hire and any resulting damage made good to FoGMVH's reasonable satisfaction.

37. Data protection

FoGMVH will process personal information relating to bookings in accordance with the UK GDPR, Data Protection Act 2018 and FoGMVH's Privacy Notice. Booking information will only be used and retained for legitimate purposes connected with the administration and management of the Village Hall and for other purposes where FoGMVH is legally required or entitled to retain it.

38. No tenancy

This Agreement gives the Hirer permission to use the Village Hall for the agreed period only. It does not create a tenancy or confer any other right of occupation.

39. Breach of the Conditions of Hire

FoGMVH may terminate a hire where there is a serious breach of these Conditions or where continuation of the event would create an unacceptable risk to people, property, the Village Hall's licence or its insurance. The Hirer may be held responsible for reasonable costs arising directly from a breach of these Conditions.

40. Contact

All booking enquiries, permissions, notifications and requests for consent should normally be directed to Friends of Goadby Marwood Village Hall, Goadby Marwood Village Hall, Main Street, Goadby Marwood, Leicestershire LE14 4LN.

Email: goadbymarwoodvillagehall@gmail.com

Booking Secretary/Authorised Representative: Gerry Downes Telephone: 07903 942477

Document control

Document	Goadby Marwood Village Hall Hire Agreement & Conditions of Hire
Approved by Trustees	October 2026
Review date	October 2027
Registered charity	Friends of Goadby Marwood Village Hall - No. 1207499