



EYPE CENTRE FOR THE ARTS

Registered Charity Number 1120623

Private Event Hire Agreement

Group:

Type of Event:

Name of organiser:

Charity?

Address:

In parish?

Tel No:

e-mail:

Date/time start of event:

Date/time finish of event:

Set-up timing/date

Dismantle timing/date

Fee £ (to be invoiced; cheque payable by one week before the event, to Eype Centre for the Arts, or direct payment to HSBC, branch code 40-13-28, account no. 11443038, please)

Booking Deposit: £ , to accompany booking form.

Nb. A Hire Agreement form must be completed on agreeing a provisional date, to be received with the deposit by the Administrator within two weeks of agreement. Until then, the dates are only provisionally booked. After then, if no Hire Agreement form complete with deposit is received, the booking lapses and the dates become available again.

If applicable, I have/will apply for a TEN (for alcohol and performing licences) from West Dorset District Council, and comply with its conditions.

I require car parking on the field to be arranged

I understand that everything in the church is to be returned to its original position, unless agreed with the Chapel Warden, and to be left clean and tidy, with all rubbish removed at the end of the hire period, the toilets and kitchen cleaned and the floor vacuumed.

Terms and conditions, as attached, have been read and accepted.

Signed

Date

c/o JANET ALLEN, ECA ADMINISTRATOR
YELDON • HIGHER EYPE • BRIDPORT • DORSET • DT6 6AT
TELEPHONE: 01308-814 480
MOBILE: 07747 033433
EMAIL: JANET@EYPECHURCHARTS.CO.UK

Terms and Conditions

No stewarding, advertising, promotion or temporary road signage is undertaken by ECA, and no venue database is provided. All public events will be promoted through the Parish Newsletter and St. Peter's Facebook page, holiday leaflets and the ECA website.

The ECA has third-party insurance, but hirers should make their own arrangements to cover their own equipment, work and public liability.

If alcohol is to be sold, or musical entertainment to be provided, it is the responsibility of the hirer to obtain a temporary event notice (TEN) from <https://www.gov.uk/temporary-events-notice/west-dorset>, display a copy at the event, and keep the TEN in a safe place at the event. Send copy of the TEN to Janet Allen, Administrator of ECA and Chapel Warden. Each person applying may have a maximum of 5 TENs per year. There will be a maximum of 15 TENs held at the church annually, in line with Council conditions.

An agreed deposit to be paid against cancellation, damage or extra required cleaning. This will be returned after the event, if everything is found to be in order. A Hire Agreement form must be completed on agreeing a provisional date, to be received with the deposit by the Administrator within two weeks of agreement. Until then, the dates are only provisionally booked. After then, if no Hire Agreement form complete with deposit is received, the booking lapses and the dates become available again.

Apart from church events, ECA will endeavour to book no other events during the hirer's use of the space, without the express agreement of the hirer.

The hirer or their representatives must not touch or change the heating controls, other than what has been agreed with the Administrator.

Car parking (free) on the field next door is made available by prior permission with the land-owner. If less than 6-8 cars, there is enough space for parking on the church drive area.

If used, the field car park MUST be locked at the end of each day; all lights and water-heater must be switched off and the church alarmed and locked. All hirers should provide toilet rolls and tea towels, and clean throughout afterwards, emptying bins and taking away rubbish bags.

Please report any breakages, loss or damage.

If there are any questions, or help required, during the hire period, please call Janet on 07747 033 433.