

**UPOTTERY VILLAGE HALL (The Manor Room)**

Sandy's Lane, Upottery, Honiton, Devon EX14 9PL

Please print pages 3, 4 & 5 and bring with you to the hall.

**Please make all cheques payable to:-** Upottery Manor Room **and post direct to:-** Mr Philip Joyce, 5 Mill Rise, Lupitt, Honiton, Devon EX14 4UA or to pay by BACS please telephone 01404-890186 or 07835 334549 or email upotterymanorrooms@gmail.com

**1 Village Hall**

- a) Registered Charity Number 266681
- b) Authorised Representative Marianne Sheard (Chairman of Management Committee)  
Address Barelake Cottage, Rawridge, Upottery, Devon EX14 9PR  
Telephone number 01404 861504

**2 Licences**

The Village Hall has an EDDC Premises Licence authorising the following regulated entertainment only. Please check that your event complies with the licence.

Activity	Finish Times licensed		
	Sun-Thur	Fri	Sat
Performance of plays	11pm	11pm	Midnight
Exhibition of films	11pm	11pm	Midnight
Performance of live music	11.30pm	Midnight	1am
Playing recorded music	11.30pm	Midnight	1am
Performance of dance	11.30pm	Midnight	1am
Entertainment similar to those above	11.30pm	Midnight	1am
Making music or similar	11.30pm	Midnight	1am
Dancing or similar	11.30pm	Midnight	1am
Provision of hot food/drink after 11pm	11.30pm	Midnight	1am

2.1 The hirer agrees not to exceed the maximum recommended number of people on the premises including the organisers/performers:-

Main Hall/whole building 190 maximum  
Main Hall 190 standing 120 seated at tables 150 seated (without tables)

2.2 Where a licensable activity will take place, the hirer hereby acknowledges receipt of a copy of the conditions of the Premises Licence and/or operating schedule for the premises, in accordance with which the hiring must be undertaken, and agrees to comply with all obligations therein.

2.3 The hall has a licence with the Performing Right Society (PRS) for the performance of copyright music and a Phonographic Performance Licence (PPL).

2.4 In order to hold a licensable activity (eg a bar) on the premises or on part of the premises not covered by the hall's Premises Licence (detailed in 2 above), a Temporary Event Notice (TEN) will need to be given to the licensing authority (East Devon District Council).

The Hirer shall obtain the written consent of the management committee for this purpose before giving the licensing authority a TEN. Failure to do so will result in cancellation of the hiring without compensation. This is because there is a limit to the number of TENs which can be granted to a premises annually. Lack of co-operation could affect future fundraising by us and by local voluntary organisations.

2.5 The hall does not have a TV licence.

**3** The Hirer agrees with the village hall to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.

**4** It is hereby agreed that the Standard Conditions of Hire, together with any additional conditions imposed under the Premises Licence (see clause 2.4) or that the village hall management committee deem necessary, shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Village Hall and the Hirer.

**5** None of the provisions of this Agreement is 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.

Signed by the person named at 1.2(b) above, duly authorised on behalf of the Village Hall

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Signed by the person named at 1.3(a) above or at 1.3(c) above, duly authorised, on behalf of the organisation named at 1.3(b) above, where applicable

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