

# Hire Agreement for Postlip Tithe Barn & facilities

Postlip Society  
Postlip Hall, Winchcombe, Cheltenham, GL54 5AQ  
postliphall.org.uk  
Contact phone numbers:

<Name>  
<Address 1, address 2>  
<Town, Postcode>  
<Mobile numbers>  
<Email>

AN AGREEMENT between \_\_\_\_\_ (the Hirer) and Postlip Society for the hire of Postlip Tithe Barn, grounds and facilities for a wedding party on Saturday \_\_\_\_\_. Postlip Society grants the hirers access to the barn for set up on Friday \_\_\_\_\_ and clear up on Sunday \_\_\_\_\_.

This agreement includes facilities for a licensed ceremony: **Yes / No**

This agreement includes access to the top terrace, woodland glade and garden: **Yes / No**

## Postlip Society agrees to:

- if agreed at the time of hire, provide extended access to the top terrace, woodland glade and garden
- clear the barn except for limited Postlip storage either side of the stage
- clean the toilets before the event and stock with soap, towels and toilet paper
- make available all existing facilities in the barn and toilets, including stage, bar, fridge, sink, water heater, lights, electricity and water
- make the turning circle beyond Postlip Hall available for minibuses to drop off and pick up from one hour before the first guests are due to midnight on Saturday; illuminate this after dark
- make three parking spaces available in front of the barn during the weekend
- make 45 parking spaces available provided that the Hirer supplies two marshals; illuminate the path to the car parks after dark
- lend a sandwich board for the main road to which the Hirer can add a personal A3 sign
- signpost the route for cars to the water garden and other car parks
- padlock the barn when the Hirer is not present
- take deliveries and direct contractors to the barn if warned in advance
- allow music in the barn from 1400 to 2315 on Saturday
- if a licensed ceremony is part of the hire, provide a Responsible Person to carry out the required duties, including providing a room for the ceremony

## The Hirer agrees to:

- pay Postlip Society £3,065 for the hire, paying a non-returnable deposit of £765 when this agreement is signed and paying the balance of £2,300 two weeks before the wedding
- if a licensed ceremony is part of the hire, then instead pay hire fee £3,615, a non-returnable deposit of £900 and balance of £2,715 payable two weeks before the wedding
- give Postlip Society at least one week's notice of times guests arrive, minibus

arrangements, and other information that Postlip Society needs to fulfill its part in the arrangements

- observe the terms of Postlip Society' Planning Permission, Public Entertainment and Liquor Licence and other Statutory Regulations:
  - ‡ no more than 150 persons seated or 200 standing in the barn
  - ‡ no alcohol to be supplied, served or sold after 2300 hours
  - ‡ no music after 2315 hours
  - ‡ no music that is so loud as to disturb our neighbours
  - ‡ all visitors to leave the barn before midnight
  - ‡ no smoking inside the barn
  - ‡ no naked flames inside the barn (firmly attached candles in glass containers allowed on tables)
  - ‡ no camping in the grounds
  - ‡ no dogs, other than Guide Dogs, allowed in the barn and grounds
- not do or allow their guests or contractors to do anything that has the possibility of damaging the Barn or other property by way of fire or physical action
- deal with any emergency promptly and appropriately, noting the Fire Action notice displayed at the Barn entrance and the Fire Bell in the lighting cupboard
- accept the Barn and its surroundings as found, noting and informing guests and contractors of the need to take care with the uneven floor of the Barn, uneven and slippery surfaces outside, grass, nettles, stream, pond and other potential hazards
- not move the pews without permission
- leave the barn, the toilets and all areas used clear and clean by 1700 on Sunday
- remove all rubbish and empties from the barn, surroundings and other parts of the site
- clean any equipment used and leave it serviceable
- keep the road past the barn clear of all parked vehicles at all times, loading and unloading vehicles in such a way that the road is never blocked
- *note that large vehicles may not be able to turn beside the barn if the ground is wet, and cannot turn if they continue on the road beyond the barn field.*

### Liability

Postlip Society and Postlip Housing Association Limited, or their agents, shall not be responsible for any loss or damage to any property belonging to, or brought onto the premises by any person or persons, including motor vehicles and their contents, and are not liable for any injury, or any other loss, or claim, by or to any person or persons on their premises. Postlip Society and Postlip Housing Association Limited shall not be responsible for any loss due to mechanical breakdown, failure of electricity supply, fire, flood, drought, government restriction or Act of God which shall cause the premises to be closed or any function interrupted. The Hirer is responsible for arranging any insurance required.

..... (date).....  
For the Hirer

..... (date).....  
For Postlip Society

### Postlip Bank details for transfers:

Account name **POSTLIP SOCIETY**  
**Lloyds TSB**  
Account number 65946368  
Sort code 30-91-87