

Allerford & Selworthy Community Hall

HIRING AGREEMENT

This agreement is made on the date (1) between the Parish Hall Committee (2) and the Hirer (3) named below; whereby, in consideration of the sum or sums mentioned (4):

A. The Parish Hall Committee agrees to permit the Hirer to use the Parish Hall (5) for the purpose (6) and for the period/s described below, vis:

1. Date/s and Time of Hire:

Total Number of Days Required:	
From (Date):	To (Date):
Total Number of Hours Required:	
From (Time):	To (Time):
From (Time):	To (Time):
Please include all the time required for preparation and clearing up in the above hours	

2. Parish Hall Management Committee:

- a)
- b) Authorised Representative/s:
Address:
Telephone:

3. The Hirer:

- a) Name (if individual):
- b) Organisation (if applicable):
- c) Name of Organisation's Representative:
note: person/s signing MUST be 18 years of age or over
Address:
Telephone Home:
Telephone Work:

4. Hiring Fee:

a) CHARGE: £.....

b) DEPOSIT: (for bookings up to £75) 50% £.....

OR (for bookings over £75) £100 £.....

c) TOTAL DEPOSIT & CHARGE PAYABLE ON CONFIRMATION OF BOOKING: £.....

(All deposits will be refunded within 15 days of the termination of the period of the hiring provided that no damage or loss has been caused to the premises and/or contents during the period of the hiring as a result of the hiring.)

e) Commercial Use: YES / NO

5. Premises:

a) Large Hall: YES / NO

b) Committee Room: YES / NO

c) Kitchen: YES/NO

d) Special Requirements:

(e.g. setting out of chairs and/or tables. This will incur an additional charge.)

6. Maximum Occupancy:

Standing/Dancing: - 100

Seated at Tables: - 70

Both standing/dancing & seated at some tables – 80

7. Purpose of the Hiring:

a) This will be a : PRIVATE EVENT / PUBLIC EVENT

b) Type of event (eg wedding, bingo, birthday party etc)

c) Approximate number of people expected (See 6 above for maximum occupancy):

d) Will the event require music? YES / NO

e) Is alcohol to be provided at the event? YES / NO - If YES, will it be for sale? YES / NO

(note: to sell alcohol on the premises of the Parish Hall, you will need to obtain the relevant Licence (see Condition 3.)

- B**
- 1.** The HIRER agrees with the Committee to be present during the Hiring and to perform the provisions and stipulations contained or referred to in the Committee's "Standard Conditions of Hire" for the time being in force as annexed hereto (an understanding of which the Hirer acknowledges) together with the special conditions set out in the attached Schedule.
 - 2.** It is hereby agreed that the "Standard Conditions of Hire", together with the "Special Conditions of Hire" both attached hereto shall form part of the terms of the Hiring Agreement, unless specifically excluded.
 - 3.** The Hirer shall pay the full charge plus appropriate deposit, as stated in para 4C, within 36 hours of confirmation of the booking otherwise the booking may be considered null and void.

AS WITNESS the hands of the parties hereto:

I declare that the information given in this agreement is correct to the best of my knowledge and acknowledge that any misstatement or misrepresentation will invalidate the agreement.

SIGNED by the person named at 2.b) above on behalf of The Parish Hall Committee 2.a) above:

Signed:

Date:

SIGNED by the person named at 3.a) above (on behalf of organisation at 3.a) above, where applicable):

Signed:

Date: