

Village Hall – Hire Agreement

This agreement is made on the date (1) between the Committee (2) and the Hirer (3) named below who must be over 25 years, whereby, in consideration of the sum(s) mentioned in (4) as follows:

The Committee agree to permit the Hirer to use the premises (5) for the purpose (6) and the period(s) (7) described below:

1	Date	
2	Committee	Hambridge and Westport Recreation Trust (HWRT)
3	Hirer	<ul style="list-style-type: none"> • Name: • Address: • Telephone: • E-mail:
4	Hiring fee	<ul style="list-style-type: none"> • Fee: £ • Less deposit: £ • Balance £ (prior to, or on the date of the event)
5	Premises Equipment	<ul style="list-style-type: none"> • Whole of hall • Committee room • Stage • Crockery – Please advise number and type of dinner plates, side plates and side bowls. All damages must be paid for.
6	Purpose of hiring	
7	Period of hiring	<ul style="list-style-type: none"> • From: • To:

All alcohol must be supplied by the HWRT and no outside bars are allowed. On Saturdays, the bar shutters will close at 2330 hrs. Functions must conclude at midnight with a further 30 minutes allowed for clearing up and vacating the premises. Public liability insurance is provided but the Hirer must make themselves aware of the published Hirers Public Liability Extension and accept Public Liability Summary of Cover which is held on the village web site www.hambridgeandwestport.org . and displayed in the Village Hall. For organisations using their own insurance a copy must be provided to HWRT.

The Hirer: Agrees with the Committee to observe and perform the provisions and stipulations contained in, or referenced by, the HWRT Standard Conditions of Hire.

Signed: Mandy Brister (HWRT)

Date:

Signed: Hirer (named in (3)

Date: