

WEEDON VILLAGE HALL MANAGEMENT COMMITTEE

Charity No. 304445

Chair:- T Wincott, Secretary:- T. Hurley, Treasurer:- John Wilshire

HIRING AGREEMENT

This agreement is made on the .../.../... between the Management Committee (2) and the Hirer (3) named below, in consideration of the conditions attached and the sum (4) as follows...

The Management Committee permits the Hirer to use the premises (4) for the purpose (6) and for the period/s described below:-

1. **Dates required:-** Day (s)..... Date (s).....
Month (s)..... Year.....

***Time required:-** From..... To.....
* To include setting up and clearing down time

2. Weedon Village Hall Management Committee

Authorised Representative:- Mrs Philippa Ruck

Address: 2, The Greys, Weedon. NN7 4PQ

Telephone No. ...01327 349943

**KEYS TO BE COLLECTED
AND RETURNED TO
THIS ADDRESS**

Alternative Contact: John Wilshire Telephone 01327 341050

3. Hirer

Name (if an individual).....

Organisation
(if applicable).....

Name of organisation's authorised representative.....
(Persons signing must be 21 years of age or over)

Address.....

Telephone No. Email

4. **Premises required:-** Hall and annexe ... hours @ £.....ph.....
Please tick appropriate boxes Hall only ... hours @ £..... ph.....
Annexe only ... hours @ £.....ph.....

5. Fees

- a. Hiring:** £.....
Total amount for hiring including preparation and clearing up times
- b. Additional Items:**
Bar £.....
- c. Deposit:** Licence £.....
50% of a+b (minimum), payable on the signing of this hiring agreement
- d. Balance:** £.....
Payable not less than 28 days before the commencement of the hire period

- e. Damage & Indemnity Deposit:** £.....
Cash, Cheque or BACS payable 14 days before the event
The damage and indemnity deposit will be refunded within 14 days of the termination of the period of hire, provided no damage has been caused to the premises and/or the contents during the period of hire and as a result of the hiring. The Management Committee reserve the right to retain the whole or part of the deposit if the hall requires additional cleaning/cleaners as a result of the hire

- f. Payment:**
Cash, Cheque or BACS
Cheques should be made payable to : Weedon Village Hall Management Committee.
***BACS. Account Details:** Sort code 30-92-55 Account number 00106725
**Please state Booking Ref. on BACS Transfer*

- 6. Purpose of Hiring:-** This will be a private event
Please tick appropriate boxes Public event
Party **Dance** **Wedding** **Jumble Sale** **Commercial Sale** **Show**
Other Please specify.....

- 7. Requests**
a. Permission to consume own alcohol on premises.....
b. Permission to run own bar.....
c. Extension of Hall hours.....
Booking Clerk to agree requests and apply any fees accordingly

8. Agreement Statement

The Hirer agrees with the Management Committee to be present during the whole period of the hiring and to perform the provisions and stipulations contained or referred to in the "Standard Conditions of Hire" for the time being in force and attached hereto (an understanding of which the Hirer acknowledges), together with any "Special Conditions of Hire" that will also be attached if appropriate.

The Hirer also agrees that the "Standard Conditions of Hire" attached hereto, together with any "Special Conditions of Hire" as appropriate shall form part of the terms of the "Hiring Agreement"

Note:- The HIRER is reminded that The Hall, Annexe and adjoining fenced and paved areas are Non Smoking as prescribed by Law. You are required to ensure that smokers use the designated smoking area provided and do not congregate around the front door areas as this allows smoke to drift into the Hall and compromises the Fire Exit. Failure to obey the Law or to do so after reasonable request by any Village Hall Management Committee member, will result in your event being immediately terminated.

As Witness the hands of the parties hereto:-

Signed.....**Date**.....
Management Committee's authorised representative

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

Signed.....**Date**.....
The individual named in section 3a or representative of organisation named in section 3b

Attachments: Standard Conditions of Hire
 Special Conditions of Hire
 Conditions of the Public Entertainment Licence for the premises

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