

CHARLTON HORETHORNE VILLAGE HALL
Registered Charity Number 304509
HIRING AGREEMENT

- The Hirer to complete parts 1 to 3 of the Details and return the **signed** form to the Booking Secretary. There is no need to include a deposit, but the Booking Secretary may ask for a 25% deposit prior to confirming the Hire.
- An invoice will be sent out separately. Cheques are to be made payable to **Charlton Horethorne Village Hall**.

Details¹

1. Hirer's name (BLOCK CAPITALS)
- Hirer's address
- Hirer's telephone number and email address
- Organisation represented (if applicable)
2. Describe Event: *Public* or *Private* e.g. Wedding, Birthday Party, Club etc.....
- Will there be any performance of music, live or recorded? Yes/No
- Is alcohol to be provided at the event? Yes/No
- Is alcohol to be sold at the event? Yes/No (if Yes, please complete the application for a licensed bar)
- How many people (approx) will attend the event?
3. Date(s) of Event(s):
- Time key to be collected:
- Time Hiring is to commence (incl preparation):
- Time Hiring is to finish (incl clearing up): (no later than midnight (see Note D below))
- Time key will be returned:
4. Hire Charge: } To be completed by
- Deposit: } Booking Secretary

Agreement

This Agreement is made between the Charlton Horethorne Village Hall Management Committee and the Hirer named above, whereas:

- a) **The Committee** agrees to permit the Hirer to use the Charlton Horethorne Village Hall for the purpose and periods as described above and
- b) **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 "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 Schedule.

It is hereby agreed that the Conditions of Hire attached hereto together with any Special Conditions of Hire contained in the Schedule shall form part of the terms of the Hiring Agreement unless specifically excluded.

- Signed by Hirer. Date:
- Signed by Booking Secretary. Date:

Notes

- A. A bond of £100 may be required for some events/hirings. This bond will be refunded within 28 days of termination of the period of hire provided that the Conditions of Hire have not been contravened and 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.
- B. The balance of hire cost and bond (if due) are payable at least 14 days prior to the event for which the Hall is hired (taking account of any deposit paid on the signing of this hire agreement).
- C. The Hirer is responsible for making convenient arrangements beforehand with the Booking Secretary for obtaining keys of the Hall and for any other matters such as deliveries and collections by caterers and any bar services.
- D. ALL FUNCTIONS MUST FINISH IN TIME FOR THE HALL TO BE VACATED BY MIDNIGHT (INCLUDING CLEARING UP)

¹ Your personal details will only be used for the legitimate business of managing this booking and other bookings you may have made, and to assist with the wider management of the Hall. Your details may therefore be shared with other VH Trustees in order to manage your booking(s) and the Hall, but will not be shared with any other 3rd parties without your permission. You have a legal right to object to your personal data being held by the VH Trustees.