

Bubbenhall Village Hall Hiring Agreement

This agreement is made on _____ (date) between the Management Committee of Bubbenhall Village Hall and the Hirer (3) named below.

In return for the Hiring Fee mentioned below, the Committee permits the hirer to use the hall for the purpose (6) and the period (1) specified below.

1.	Date(s) required:	Day:	Date:
	Time required:	From: <i>(e.g., 14.00 hrs)</i>	To: <i>(e.g., 17.00 hrs)</i>
	Plus preparation time:	From: <i>(e.g., 13.00 hrs)</i>	To: <i>(e.g., 18.00 hrs)</i>
2.	Village Hall Representative:	Name: Mrs Beverley Goddard Address: 18 Moat Close, Bubbenhall. CV8 3BX Telephone No: 024 7630 2354	
3.	Hirer:	Name: Email: Address: Post code: Telephone number: Mobile number: Organisation represented: <i>(If applicable)</i>	
4.	Hiring Fee:	Hire charge £ Plus £50.00 deposit Total £ <i>(balance due prior to the event)</i>	Projector Hire £ <i>if applicable</i> Plus £ deposit Total £ <i>(balance due prior to the event)</i>
The deposit(s) will be returned within a period of FOURTEEN days provided that no damage or loss has been caused to the premises or contents and no additional cleaning charges have been incurred.			
Cancellation. The deposit will be retained if a booking is cancelled within 10 days of the event.			
5.	Premises required:	Entire hall: Yes / No Part of hall: <i>(please specify e.g., main hall, kitchen, toilets)</i>	
6.	Purpose of hire:	<i>(e.g., children's party, fashion show, birthday party)</i>	
7.	Approximate numbers:		
7(a).	Number of cars:	<i>(please note that there is an absolute limit of 35 cars permitted)</i>	
8.	Will the event require music?	Yes / No <i>If yes, please give details: (e.g., disco, live band)</i>	
9.	Will alcohol be provided?	Yes / No	Hirers are not permitted to sell alcoholic beverages during their functions.
<i>The Hirer agrees that he/she will be present during the whole period of the hire and has read and will comply with the Conditions of Hire for the time being in force. The Booking Conditions constitute an explicit part of this Hiring Agreement. Attention is drawn in particular to the Hirer's obligations under the Fire Arrangements and the arrangements for the Disposal and Recycling of waste.</i>			
Signed on behalf of Bubbenhall Village Hall:			
Signed by the Hirer as listed in (3) above:			