

WING VILLAGE HALL HIRING AGREEMENT

Wing Village Hall, Morcott Road, Wing, Oakham, Rutland, LE15 8SA

This AGREEMENT is dated..... (1) between the Village Hall named in clause 1.2 acting by its management committee ("VILLAGE HALL") and (2) The Person or Organisation named in clause 1.3 ("THE HIRER") as follows:

1. In consideration of the hire fee described in clause 1.4, the Village Hall agrees to permit the Hirer to use the premises described in clause 1.5 for the purpose described in clause 1.5 for the period(s) described in clause 1.1. The answers to the questions in clause 1.6 and 1.7 are terms of this agreement.

1.1 Times / Date(s) required @ £12.00 per hour.

Event Time: From.....To..... Date.....
(Including Prep & Clearing Up Time)

(In the case of a regular booking for a club, group meeting, etc, the following should be Completed)

Every..... commencing.....(date)

Time required (hours) From To

1.2 "VILLAGE HALL"

- (a) Registered Charity No – 512002
- (b) Authorised Representative: Mrs Judith Oakley, 4 Top Street, Wing, Oakham, Rutland, LE15 8SE. Tel: 01572 737761

1.3 "THE HIRER"

- (a) Name (if individual).....
- (b) Organisation (if applicable).....
- (c) Name of Organisation's Authorised Representative

.....
(person(s) signing must be 18 years or over)

Address.....

.....

Tel No..... (Home)..... (Mobile)..... (work)

- 1.4 The Hirer shall pay as Deposit at least one third of the cost of the booking. The Balance of Fees being payable on or before the conclusion of the event for which the Hall is hired. The Deposit and *Damage Deposit having been paid on the signing of this agreement).

Hiring Fee £..... Deposit £ Balance £
(If payment by Cheque, please make payable to Wing Village Hall)

*Damage Deposit of £50.00 (Separate Cheque please) will be refunded to you within 28 days

of the date of the hiring, providing that no damage or loss has been caused to the premises and / or contents during the period of hire as a result of the hiring.

1.5 PREMISES:

Whole of the Village Hall including use of the kitchen
Hall only
Kitchen only
Other
Additional Equipment Crockery / Cutlery / Tablecloths

(Please tick or circle above which parts of the premises / equipment you will require)

1.6 PURPOSE OF HIRING: Private / Public Event (Delete where appropriate)

Please Note: In order to conform with the provisions of our Entertainments License, the number of people on the premises shall not exceed closely seated: 120 for Music and Dancing, 100 for Performance of Stage Plays.

1.7 Will your event require music? YES / NO

1.8 Is Alcohol to be provided at the event? YES / NO

THE VILLAGE HALL IS LICENCED FOR THE SALE OF ALCOHOL. IF ALCOHOL IS FOR SALE, A SALE OF ALCOHOL CONFIRMATION OF RESPONSIBILITY FORM MUST BE SIGNED BY THE HIRER.

2. The Hirer agrees with the Village Hall to be present (or by its authorized representative, if Appropriate), during the hiring and to perform the provisions and stipulations contained or Referred to in the Village Hall's Standard Conditions of Hire, (see "Standard Conditions of Hire") for the time being in force as annexed hereto, together with the "Special Conditions" set out in the Schedule attached, (an understanding of both, which the hirer acknowledges).
3. It is hereby agreed that the Wing Village Hall Hiring Agreement, together with the Standard Conditions of Hire and any Special Conditions contained in the Schedule overleaf shall form part of the terms of the Hiring Agreement unless specifically excluded.

Signed..... Authorised Representative of the Village Hall
(as described in 1.2 (b) of this Agreement).

Signed.....Hirer (person named in 1.3 (a) or 1.3 (c) of this Agreement).