

## BURTLE VILLAGE HALL HIRE AGREEMENT

Between: Burtle Village Hall Management Committee (Charity No 1164684) and The Person or Organisation named below.

Burtle Village Hall agrees to permit the Hirer – box 1 - to use the premises and facilities - box 2 - for the period specified – box 3 - for the purposes described - box 4 – on receipt of agreed fees – box 5

The Hire is subject to Burtle Village Hall's standard terms and conditions, see attached, and the requirements of the Licensing Act 2003.

<b>1. Hirer Details:</b>
Individual's name
Organisation (if applicable)
<b>Contact details:</b>
Address:
Telephone:
Email address:

<b>2. Facilities Required:</b>
Main Hall
Meeting Room
Kitchen – full use
Kitchen – limited use only
Staffed Bar (if available)
Additional Equipment

3. Dates & Times:	Days	Dates	From	To

<b>4. Details of Hire:</b>			
Private/Commercial		Expected attendance	
Age range		Are you bringing equipment?	
List any equipment:			

<b>5. Charges:</b>				
Hire Fee:		Additions:		Total

a) Bookings requested less than 3 months in advance require full payment of the Hire Fee on signing this Hire Agreement.

b) For bookings requested 3 months or more in advance a deposit is required by the Hall to confirm the booking. The deposit (a minimum of 10% of the total Hire Fee) shall be due on signing this Hire Agreement. The balance of the Hire Fee being payable on or before the conclusion of the event for which the Hall is hired.

c) Burtle Village Hall reserves the right to require a Special Deposit (due on signing this Hire Agreement). The Hall will contact you if this is required. This Special Deposit will be refunded within 28 days of the termination of the period of Hire provided that: No damage or loss has been caused to the Hall or its contents. No complaints have been made regarding noise or other disturbances relating directly to the Hire. Hirers will be invoiced for the cost of any damage or loss caused to Burtle Village Hall or its contents during the period of the Hiring.

I agree that I have read, understood and will abide by the attached Terms and Conditions.

Signed on behalf of Burtle Village Hall:	Hirer's signature as detailed above:
Name:	Name:
Date:	Date: