

HIRE AGREEMENT FOR WHITTON VILLAGE HALL (Registered Charity Number 1116064)

Please complete both pages of this agreement and send them together with a cheque for the hire fee and deposit (if applicable) it to: **Whitton Village Hall, Church Hill, Whitton, North Lincolnshire DN15 9LH.**

This form must be submitted before a booking is made final. With the exception of regular bookings, payment must be made in advance and for most bookings a deposit will be required. This will be refunded in full, less any charges for damage, breakages, cleaning etc. or failure to comply with any of these terms and conditions. The applicant will also be liable for any excess over and above the deposit amount.

In consideration of the hire fee, the Village Hall agrees to permit the hirer to use the premises subject to the terms of this agreement.

Committee Representative: Fran Ross

Telephone Number: 01724 733474

Date(s) required	Day(s)	Date
Times required	From: Arrive	To: Vacate

Hirer/Organisation:	
Address	
Email	
Telephone number	
Name of organisation's authorised representatives to be present at event	

Hire Fee	
Deposit (if applicable)	

Purpose of Hire	Public	Private

Is use of the kitchen required?	To make tea/coffee only	
	To prepare food	

HIRE AGREEMENT FOR WHITTON VILLAGE HALL

This agreement is made between Whitton Village Hall representative and hirer.

Whitton Village Hall Representative

Hirer

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Responsibilities of the WVH representative:

- Ensure the Hirer is fully conversant with the contents of the agreement
- Ensure the booking is made in the relevant diary and no other booking made for that day
- Ensure that the building is open for the Hirer at requested time and that the building is securely closed following the event
- Ensure that payment is received and recorded and receipted as requested

Responsibilities of the Hirer:

- Ensure that the rooms hired are only used for the purpose for which they were hired
- Ensure that the rooms are vacated at the time agreed
- Ensure correct payment is made before leaving the premises
- Ensure that children are supervised and kept under control and out of the kitchen area at all times.

Alcohol: The Village Hall is **NOT** licensed for the sale of alcohol or gambling. Requests for licensed events need to be discussed with the Village Hall representative prior to signing the agreement.

No Smoking: The Village Hall is a public place and **NO SMOKING** is allowed anywhere in the building by law. It is the responsibility of the Hirer to ensure that this law is respected while the Hall is hired and the Hall is insured as such.

Cleanliness and tidiness: The Village Hall is clean and tidy and the Hirer shall leave the Hall in a clean and tidy condition following the period of hire. Any damages must be reported to the Village Hall representative and the Village Hall reserves the right to make reasonable charges for any damage to property.

Wall decorations: The Hirer is reminded that wall decorations are **PROHIBITED**. In order to preserve the Hall's decorations in good condition the Hirer shall not attach any posters, banners, decorations or similar to any surfaces in the Hall.

Disposal of rubbish: The Hirer shall remove all **FOOD WASTE** and any **UNUSED FOOD** that is brought into the Hall following the event. Any rubbish should be taken away by the hirer along with any items they can recycle, as we do not have the facility to dispose of rubbish or recycle from our premises.

Safe means of escape: The Hirer must ensure that all designated means of access from the Village Hall remain and are kept free from obstructions.

Loss or damage of personal/private property: The Village Hall shall not be responsible for any loss or damage to persons or private property of the Hirer.

..... **Hirer** **Date**