

North Baddesley Village Hall Charity No: 301904/1

Hire Agreement

THIS AGREEMENT is made on the date (1) and between the **COMMITTEE** (2) and the **HIRER** (3) named below whereby in consideration of the sum(s) mentioned (4) and (5)

A **THE COMMITTEE** agrees to permit the **HIRER** to use the premises (6) for the purpose (7) and for the period(s) all described below:

1. **Date**.....

2. **Village Hall Management Committee contact: David Middlewick - Caretaker Tel No: (023)80734054**

Authorised representatives Alison Middlewick - Bookings Tel No: 02380 734054

Email: bookings@northbaddesleyvillagehall.com

3. **Hirer**

| | |
|-------------------------------------------------------------------------------|---------|
| Organisation (if applicable) | |
| Name of Organisation's authorised Representatives or name of individual Hirer | |
| Address | |
| Post code | |
| Tel | Email : |

4. **Hiring Fee**

| | | |
|------------|---------------|----------|
| Total Fee: | Less Deposit: | Balance: |
|------------|---------------|----------|

Balance payable **TWO WEEKS** before the event for which the hall is hired (the deposit having been paid on the signing thereof). All cheques to be made payable to "**North Baddesley Village Hall**"

5. **Holding Charge: the sum of £100 is payable, separately, when the balance is paid and is returnable within two weeks of hiring completion, subject to paragraph 11 contained in the Conditions of Hire.**

| | |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. Premises | Main Hall / Cowin Room (delete whichever is not required) If the Cowin room is not already booked this may be used for an additional £10 for the duration |
| 7. Purpose of Hiring | |
| 8. Date Required | |
| 9. Time Required* | Hours from..... To:..... |

*** Please note this time includes any setup time needed and time to clean up and no guests/caterers/hired staff will have access to the hall before the time booked and must leave by the end of booking time.**

10. Maximum capacity in Hall

Main Hall 140 seated or 200 standing (no tables/chairs). **This is a legal requirement**

Cowin Room: 25 seated **Please note:** You are respectfully asked to ensure that all tables are cleaned before stacking them on the two trolleys at the end of your event – 8 tables to a trolley.

11. **Attendants on duty to supervise minors:** 0 – 100 Two adult’s attendants. 100 and over three adult attendants

In order to secure a booking, this form, together with the relevant deposit or full payment, must be received by the Booking Secretary WITHIN 2 WEEKS OF THE DATE ON THIS FORM.

12. The HIRER agree with the Committee to be present during the hiring and to perform the provisions and stipulations contained in the Committee's Conditions of Hire (an understanding of which the Hirer agrees to).

Hirer's Signature : **Date :**

Please return to: The Letter box by the entrance door of the Village Hall.