

HIRE AGREEMENT

BETWEEN: (1) PUNCKNOWLE & SWYRE VILLAGE HALL

& (2)

DATED:

- (1) The Village Hall named in clause 2.1 acting by its management committee ("Village Hall").
- (2) The person or organisation named in clause 2.2 ("Hirer").

AGREED as follows: In consideration of the hire fee described in clauses 2.3 and 2.4, the Village Hall agrees to permit the Hirer to use the premises (comprising the lobby, the toilets, the main hall, the kitchen and the kitchen equipment, crockery & cutlery, and the ante-room) and such other facilities as are included in clause 1.7, for the purpose described in clause 1.2 for the period(s) described in clause 1.1. (provided that, unless the prior approval of the Village Hall has been given, children will be excluded from the kitchen and the ante-room at all times, except when closely supervised by a responsible adult).

The details inserted in sub-clauses 1.1 to 1.7 below and the information provided in clauses 2.1 to 2.6 are terms of this agreement. This Hire Agreement includes the annexed Standard Conditions of Hire and any Special Conditions of Hire (if any) set out in attached Schedules.

1.1 Dates(s) required: (attach a schedule if a series of bookings is being made (may be amended from time to time by arrangement with the Village Hall))

Day	Date	Time from	to

1.2 Purpose/description of hiring

Social Tea gathering

1.3 Will this be a public or a private event? Public/Private

1.4 Commercial Use? YES/NO

1.5 Use of Kitchen? YES/NO

1.6 Sale of Alcohol? YES/NO

If YES to any of 1.4, 1.5, 1.6, Please give brief details

1.7 Equipment

Details of hirer's and/or hirer's employee's equipment to be brought in and used on the premises during the hire period.

1.8 Storage

Details of materials and equipment etc. required to be stored in the Hall as part of the hire arrangement (serial bookings only). (Attach list if necessary)

2.1 Puncknowle and Swyre Village Hall

(a) Registered Charity No: 1105233

(b) Authorised Representative of the Management Committee:

(c) Address:



2.2 Hirer:

(a) Hirer:	
(b) Organisation:	
(c) Authorised Representative(s):	
(d) Address:	
(e) Two Contact Telephone Numbers:	

2.3 Hire Cost

Hire Fee (per hour)	£
Use of Kitchen	£
Sale of alcohol	£
Total (per booking)	£
Agreed advance	£
Balance Payable	£0

2.4 Deposit(s):

	£
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2.5 The Hirer shall pay the whole of the booking fee due, or an agreed proportion thereof when making multiple bookings, together with any deposit required, on the signing of this agreement. Where a series of bookings is made, the balance due for bookings will be invoiced to the hirer as agreed. No refund of the initial fee paid will be made in respect of any bookings not utilised.

Cheques are to be made payable to **"Puncknowle and Swyre Village Hall"**. Separate cheques should be made out for the hire fee and for any refundable deposit.

2.6 Deposits 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 premises and/or contents and/or equipment, and that no complaints have been made to the Village Hall about noise or other disturbance during the period of the hiring or as a result of the hiring.

3. The Hirer undertakes to be present in person throughout the hire period, and to ensure full compliance with this Hire Agreement. If the hirer is not present in person for any part of the hire period, he/she must make the Conditions of Hire and the supplementary information available to the Authorised Representative, who **MUST** be present in the absence of the Hirer.

4. It is hereby agreed that the Standard Conditions of Hire together with any Special Conditions of Hire shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Village Hall and the Hirer. By signing this document the hirer also affirms that he/she has read, understands and agrees to comply fully with the content of the Supplementary Information Sheet attached to this agreement.

5. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

Signed by the person named at 2.1(b) above, duly authorised, on behalf of the Village Hall Management Committee:

Signed by the person named at 2.2(a) above or 2.2(c) above, duly authorised, on behalf of the organisation named at 2.2(b) above, where applicable:
