

PUNCKNOWLE, SWYRE AND WEST BEXINGTON VILLAGE HALL HIRE AGREEMENT

This Hire Agreement entered into on _____ and is made between the Management Committee of the Puncknowle, Swyre and West Bexington Village Hall and

Hirer Name	
Hirer Address	
Hirer telephone	
Hirer email	

In consideration of the hire fee described below, the Village Hall Management Committee agrees to permit the Hirer to use the premises for the purposes and period(s) set out in this Agreement. This Hiring Agreement includes the annexed Terms and Conditions of Hire and any Special Conditions of Hire prevailing at the time of the hire.

Booking details				
Date(s) Required	From		To	
Session Time (inc. set up and cleaning time)	From		To	
Session Day(s)			No. Sessions	
Purpose				

Hire Fee				
For single bookings, the hire fee is payable in advance of the event/activity. For a series of bookings, the hire fee will be invoiced periodically as agreed with the Hirer. Complete the appropriate boxes below.				
Parish Residents	No. Hours		At £6 per hour = Hire Fee	£
Non- Residents	No. Hours		At £7 per hour = Hire Fee	£
Use of Kitchen	No. Sessions		At £15 per session	£
TOTAL HIRE FEE				£
Payment can be made by bank transfer to: Account name: Puncknowle, Swyre and West Bexington Village Hall Account number: 79013600 Sort Code: 60-03-29 Alternatively cheques should be made out to Puncknowle, Swyre and West Bexington Village Hall				

Declaration	
By signing this declaration, both parties agree to be bound by the Terms and Conditions of Hire and any Special Conditions of Hire prevailing at the time of the hire.	
If this Hire Agreement is sent electronically, then please insert the Hirer's name in the signature box.	
Signed by	The Puncknowle, Swyre and West Bexington Secretary of the Village Hall Management Committee
Hirer's Signature	