

Hiring Agreement for Regular Hirer

Hiring Details				Contact Details			
Purpose:				Name:			
Days Required:				Address:			
Start Time:						Postcode	
End Time:				Phone No. Mobile No.		<input type="checkbox"/>	
Type:	Terms	Annually	Seasonal	Email Address		<input type="checkbox"/>	
Details:				Venue	Main Hall	Small Hall	Kitchen

	To be paid by	Paid	Date	Initial
Total Hire Fee		<input type="checkbox"/>		
Key Holding Deposit		<input type="checkbox"/>		

Would you be interested in promotional offers and up and coming events (via **email**)? Yes No

Please note that the Village Hall is **not** licenced for the sale of alcohol. If the hirer wishes to provide a bar, they must request a Temporary Event Notice (TEN) form. This is a legal requirement and must be completed for all events where alcohol is to be sold, even if it is just a 'one off'.

Regular hirers are issues with a key to the hall. A deposit is required for this which will be returned when the hirer ceases to hire the hall. The full charge for each calendar month's hire is to be paid at the **beginning of that calendar month**. Failure to do so will jeopardise the hiring of the hall. If the hire charge is not paid within fourteen days, the committee reserves the right to terminate this agreement with **immediate** effect.

In the event of the hirer not using the hall on a booked hire period, full charge will be made for the hall hire. A period of **one calendar months'** notice of termination of this agreement is to be given either way.

For your Safety

A snagging book is located in the kitchen and we ask that you record any problems (no matter how trivial they may seem) in order for these issues to be dealt with. A Health and Safety folder is also in the kitchen which contains important information which hirers must adhere to. Accident forms **must** be completed in the event of an accident during a hiring. It is **your** responsibility to ensure the hall is safe **prior** to use. If you are unsure, a Fire Safety Checklist has been attached to guide you. It is also **your** responsibility to ensure that when leaving the building that **all** doors and windows are secure, and **all** lights/taps are turned off.

This agreement is made between the above named hirer and Blue Bell Hill Village Hall Management Committee. The Committee agrees to permit the hirer to use the premises for the stated purpose(s) and period(s), strictly in accordance with the Standard Conditions of Hire (a copy of which you will be supplied with). The hirer has read, understood and agreed to abide by the Standard Conditions of Hire unless specifically agreed in writing between the Committee and the hirer. This agreement and hire charges will be reviewed annually.

Signed _____ (on behalf of the Committee) Date _____

Signed _____ (hirer) Date _____

Office Use Only		Date Returned	Sign/Initial
Deposit Returned	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Total Deposit	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Reasons for withholding deposit			