

Hire Agreement

DATED:

PARTIES:

- (1) West Wickham Village Hall Trust
Registered Charity Number: 1066506
Chairman: Trevor Hall
Address: 49 Burton End, West Wickham,
Cambridge, CB21 4SD
Tel No: 01223 290559 or 07831 391268

Authorised Representative

Name: Georgina Magin
Address: 24 High Street, West Wickham,
Cambridge, CB21 4RY
Tel No: 01223 290972

(herein referred to as either **VILLAGE HALL, we** or **our**)

- (2) Name/Organisation's Authorised Representative:

Organisation/Address:

Contact Number:

Contact Email:

(herein referred to as either **HIRER, you** or **your**)

AGREED as follows:

In consideration of the hire fee described in clause 2, the **VILLAGE HALL** permits the **HIRER** to use the premises described in clause 3 for the purpose described in clause 4 for the period(s) described in clause 1. The details inserted in clauses 1 to 4 and the answers to the questions in clause 4 are terms of this agreement. The greyed boxes are for administrative purposes only and do not form part of this agreement. This agreement includes the annexed *Standard Terms and Conditions of Hire*, and the *Special Conditions of Hire* (if any).

1. Date Required

Day(s)/Period(s)		Day(s) of week	
Start time(s)		Pre-clean time	
Finish time(s)		Post cleaning time	

2. Hire fee

Hire deposit:	Date received:	
Balance Hire fee:	Date paid:	Booking in calendar:
Security deposit: £100	Date received:	Date returned:

3. Premises

Large Hall		Tables	
Small Hall		Chairs (approx number)	
Whole Hall		Kitchen Items	
Kitchen		Bar	

Car Parks: The hall has 2 car parks. The front car park has space for 12 cars including 2 disabled. The rear overflow car park is opened by lifting and removing the bollards after unlocking the padlocks using the key provided with the hire, or the spare in the keysafe. The rear car park **must** be opened when more than **10** vehicles are expected. Visitors must be instructed they **cannot** park on the approach road to the Village Hall **nor** in Home Close which is *private* property. Should the rear car park become full, considerate parking on the High Street is recommended. Please replace and lock the bollards after your hire.

4. Purpose/description of hiring

Type of function		
Approximate number of people		
Will food be provided	Yes	No
Will alcoholic drink be offered (See Notes below)	Yes	No
Temporary Event Notice seen, if required. (See conditions)	Yes	Date
Will the event be commercial/profit making?	Yes	No

Signed:

for **HIRER**: _____

Date _____

Name: _____

for **VILLAGE HALL**: _____

Name: _____

Notes:

1. For casual hirings 25% of the charge is payable at the time of the booking. This is non-returnable. The balance is due on the hiring date, before the hire commences.
2. For casual hirings a security deposit is normally payable before the hall is used. This will be refunded if no damage to the hall occurs during the hire period or if no cleaning is required.
3. **HIRER** is responsible for leaving the premises and surroundings in a clean and tidy condition, properly locked and secured, and any contents that have been moved from their usual position properly replaced. All rubbish must be removed.
4. **HIRER** must return the keys to the key safe (unless directed otherwise by the Booking Secretary) immediately after the event
5. Post-dated cheques cannot be accepted.
6. There is no telephone in the hall.
7. For **HIRER** undertaking *Regulated Activities* involving children or vulnerable adults, appropriate checks and registrations must be in place.
8. For organisations working with children or anyone having unsupervised contact with children, appropriate safeguarding policies, procedures and checks must be in place.
9. **No alcohol may be brought or sold on the premises. If you plan to have alcohol at your event, you must seek agreement from the Booking Secretary or any member of the Village Hall Management Committee in advance.**
10. **THE HIRER accepts the VILLAGE HALL's *Standard Terms and Conditions of Hire* and the *Special Conditions of Hire* (if any) annexed to this hire agreement.**

**PLEASE RETURN ONE COMPLETED AND SIGNED COPY WITH YOUR DEPOSIT TO CONFIRM YOUR BOOKING.
CHEQUES SHOULD BE MADE PAYABLE TO "WEST WICKHAM VILLAGE HALL"..**

*Payment preferred by cheque or bank transfer.
Bank Details available on request*