



HIRING AGREEMENT

1. Hirer:

Name [if individual]

Address.....

Organisation [if applicable].....

Name of Organisations Authorised Representative;.....

Telephone Number..... Home Mobile

Email.....(so we can email confirmation/ invoice)

Event Name/ brief description of what the booking is required for.....

2. Date(s) Required:-

Day..... Date.....

Approximate numbers.....

Time Required:-

Main Hall

From..... To.....

Total Hours needed

Remember to include sufficient time for setting up/clearing away particularly after a large event. We allow a ½ hour buffer between bookings.

3. Additional facilities:-

Main Hall Bar.

Yes

Not required

If Yes, what time does the bar need to be open from and to
note, our licence is from midday until midnight).

(Please

Member's Lounge

Yes

Not required

Only available to hire at weekends and only when main hall and main hall bar are booked. The Member's Lounge will only be opened up for use on arrival of the bar staff. Hire of Member's Lounge is subject to availability.

Circular Tables required (In addition to/instead of the hall rectangular tables).

12 circular tables available, which seat 10 people each

Yes

Not required

4. Hire Fee – The fee for the hire of the hall including any additional facilities, calculated in accordance with the applicable rates set out in the Hiring Charges. The village hall bookings secretary will email you with confirmation of the total fee and Invoice. If no email address is provided, postal confirmation will be sent

Based on the Hiring Charges, I, the Hirer, have calculated the total fee to be as follows (I acknowledge this may need to be corrected if an error had been made):-

Main Hall: Hrs. x.	£.....	Rate/Fixed Fee =.	£
Main Hall Bar		£	Fixed fee. =.	£
Member's Lounge		£.....	Fixed fee. =.	£
Total. £				_____

5. Other

The Hirer must leave the Hall and all rooms used in a clean and tidy condition, with all rubbish removed to bins. The cost of extra cleaning or rubbish removal will be charged in accordance with our Standard Conditions of Hire.

Dishwasher; if using the dishwasher, please follow all the instructions **and leave it drained and clean.**

The Hirer agrees to be present during the hiring and to perform the provisions and stipulations contained or referred to in the Committee's "Standard Conditions of Hire".

6. Terms & Conditions

It is hereby agreed that the Standard Conditions of Hire form part of the terms of the Hiring Agreement unless specifically excluded.

I have read and agree with the Standard Conditions of Hire and the payment of a non-refundable deposit within 7 days to secure the booking.

Signed _____ Date _____

Signed by the Hirer

This agreement is made between the Committee and the Hirer named, whereby, in consideration of payment of the Hire Fee, the Committee agrees to permit the Hirer to use the premises for the purpose and for the period(s) described above.

Please return completed form, signed, with payment of deposit:-

Mr S Theaker, 14 Blymhill Marsh, Blymhill TF11 8NW or email to Bookings@Blymhill-Westonvillagehall.co.uk

Please remember:-

No bookings are confirmed until a £20 non-refundable deposit (£50 for Weddings) has been paid and must be paid within 7 days of reservation or the booking will be released. At the Committees discretion the deposit may be able to be transferred to a new booking. The balance will be due no later than 6 weeks prior to the date of the event. If not paid, the booking will be released. If the event is less than 6 weeks from the date of booking, the full balance must be paid within 3 days of booking to secure the date and for the booking to be confirmed.

You can make payment as follows:-

1) by BACS (bank transfer)

Sort code: 30-96-02 Account Number: 00017221 Account Name: Blymhill Village Hall

In the reference please state the date of the event.

Please also email bookings@blymhill-westonvillagehall.co.uk to confirm amount paid and date of the event

2) or by cheque made payable to Blymhill Village Hall (the name on the bank account) and send to:-

Sean Theaker, 14 Blymhill Marsh, Blymhill, TF11 8NW

3) or by cash in an envelope handed in to the social club bar staff, please address the envelope:-

For the attention of Sean Theaker, state the amount, the date of the event and your name

If you have any queries please reply to bookings@blymhill-westonvillagehall.co.uk or call 07407 680206