

HIRE AGREEMENT

BETWEEN: (1) **PUNCKNOWLE & SWYRE VILLAGE HALL**
 & (2) (The Hirer)

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 the attached Schedules.

1.1 Dates(s) required: (attach a schedule if a series of bookings is being made)

	Session(s)/Times	8am – 1pm	1pm – 6pm	6pm – 11pm
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1.2 Purpose/description of hiring

1.3 Will this be a public or a private event?

Public/Private

1.4 Commercial Use?

YES/NO

1.5 Food: Is food (other than biscuits/cakes) to be provided at the event?

YES/NO

If YES, please give brief details

1.6 Equipment

Details of hirer's equipment to be brought into the hall during the hire period.

1.7 Supplementary Equipment required

Broadband connection	YES/NO
Computer/Printer	YES/NO
P A System	YES/NO

1.8 Storage

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

2.1 Puncknowle and Swyre Village Hall

(a) Registered Charity No:

1105233

(b) Authorised Representative:
 Address:
 Telephone Number:

2.2 Hirer:

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

2.3 Hire Fee: Total
 Agreed Advance
 Balance Payable

2.4 Deposit(s):

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 has been made, the balance due for bookings utilised in the preceding period will be invoiced to the hirer every six months. 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 agrees with the Village Hall to be present in person, (or by its authorised representative, if appropriate) during the hiring, and to comply fully with this Hire Agreement.

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 and understood 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: