

Otterhampton Village Hall Hiring Agreement

This agreement is made on (Date) _____ between the Village Hall's authorised representative named at 1(a) and the Hirer named at 2(a) in consideration of the sum/s nominated at 8.

The Committee agrees to permit the Hirer use of the Village Hall premises for the purpose of (3) for the period/s described below at 4.

1. Village Hall authorised representatives:

- | | |
|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <p>a) Bookings – Di Davie
24 Ship Lane, Combwich
TA5 2QT
Tel: 01278 652141</p> | <p>b) Secretary – Patricia Priest
25 Nursery Close, Combwich
TA5 2JB
Tel: 01278 653298</p> |
|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|

2. Hirer: Please note – Person/s must be over 18 years of age

- a) Name:** _____
- b) Organisation (if applicable)** _____
- Address:** _____
- Telephone Number:** _____
- Email Address:** _____

3. Booking Details:

Purpose/Description of Hire: _____

Is this a: **Public/Private Event? (Delete as required)**

Commercial Use? **YES/NO**

Is Food to be provided? **YES/NO**

Would you like the Harbour View bar to be opened for your event? **YES/NO**

If you have answered YES to the above question, the HV Club will be notified and they will contact you to discuss arrangements

Times Bar required: **START TIME** _____ **FINISH TIME** _____

4. Booking Times: Date/s _____

Day/s of week required? _____

Time from _____ **Time to** _____

Start Date _____

The Village Hall keys will be available from the person names at 1(a) above and must be returned immediately the hire has ended.

5. Parking: Please ensure that the entrance and driveways to private houses in the vicinity of the Village Hall are left clear at all times.

6. Facilities Required?

- | | |
|---------------|--------|
| Main Hall | YES/NO |
| Meeting Room | YES/NO |
| Kitchen | YES/NO |
| Bar Room | YES/NO |
| Skittle Alley | YES/NO |

The hirer agrees not to exceed the maximum permitted number of people as follows:-

Main Hall Seated Audience – 80, Dancing – 100, Seated at Tables – 70.

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7. **Storage of equipment:** *(To be agreed in advance)*
8. **Premises Licence:** The Village Hall holds a Premises Licence which authorises usage, (please see attached copy).
9. **Hire Fee:** The Booking Fee will be invoiced to the hirer monthly, cheques made payable to "Otterhampton Village Hall" and returned to the Bookings Secretary: Di Davie - details as in 1(a). The full fee to be paid in advance of the hire date to secure the booking.
- Hire Fee: [Per Hour] [Per Day] [Per Session] *(delete as applicable)*
10. **Damage:** The Management Committee reserves the right to make an appropriate charge if any damage or loss has been caused to the premises and/or contents during the period of hire. NO Ball Games, except Table Tennis.
11. The Hirer agrees with the committee to be present during the hire and to perform the provisions and stipulations contained or referred to in the Committee's Standard Conditions of Hire as annexed hereto (an understanding of which the Hirer acknowledges) together with the attached Information Sheet for Hirers.
12. It is hereby agreed that the Standard Conditions of Hire and the Information Sheet for Hirers attached hereto and any additional conditions imposed under the Premises Licence or that the Village Hall Management Committee deem necessary shall be part of the terms of this Hiring Agreement.

As Witness the hand of the parties hereto:

Signed by the person names at 2(a) Hirer _____

Date: _____

Signed on behalf of Otterhampton Village Hall Management Committee _____

Date: _____

Please return the completed Hiring Agreement to the Booking Secretary, Di Davie, 24 ship Lane, Combwich TA5 2QT; c/o Village Hall, Riverside, Combwich TA5 2QZ or pop through the letter box **BEFORE THE HIRE DATE**. A copy will be returned to you, which confirms your booking.