

HARBURY VILLAGE HALL

(Registered Charity No: 522932)

HARBURY VILLAGE HALL MANAGEMENT COMMITTEE HIRING AGREEMENT

THIS Contract is made between the **COMMITTEE** and the **HIRER** named below for the hire of the specified parts of the premise for the purpose and period stated and should be signed and returned to the Booking Secretary as soon as possible to confirm the booking.

Booking Secretary: Claire McGurk
Telephone: 07963 110522
E-mail: harburyvillagehall@gmail.com

BOOKING DETAILS

(Please check that this information is correct)

Name of Hirer:					
Address of Hirer:					
Postcode:		Telephone No.			
E-mail address:					
Organisation: (If applicable)					
Part of Premises to be used:	Main Hall: yes/no Farley room: yes/no Kitchen: yes/no Back of Stage: yes/no Kitchen Equipment: basic/full/none Changing Rooms: yes/ no Whole Hall: yes/no				
Type of hire:	Parish, Non Parish: Profit, Non-profit				
Purpose of hiring:					
Include event in Harbury News?	Yes/no				
Public Liability Insurance to the value of £1,000,000	Profit event (including fund raising): I have provided a copy of our Public Liability Insurance cover: yes/no . For all events: I confirm that any contracted company/group/person have Public Liability Insurance cover; yes/no				
Is alcohol to be sold ?* *Surcharge for all licensed events.	yes/no IF YES, please fill in Section 2 for permission request.				
Period of Hiring:	Date(s):				
	Time:				
Hiring Fee:		Surcharge*		TOTAL COST	

The terms of this contract are that the hirer: -

Reads and agrees to the 'Standard conditions of Hire' set out on the web site for Harbury Village Hall.

Agrees that The Village Hall Committee shall retain their contact details in an electronic database for a period of not more than 7 years for the purpose of communication over the booking and to comply with existing financial regulations

I confirm that I have read and understood the Standard Conditions of Hire and the above terms of the contract and that I agree to them ☐ TICK HERE

The COMMITTEE reserves the right to charge a percentage of the agreed fee for late cancellations

Details of the Hirers Public Liability Summery of Cover can be found on the Insurers website. www.norrisandfisher.com

PLEASE RETURN ONE COPY OF THIS BOOKING FORM AS SOON AS POSSIBLE TO CONFIRM BOOKING

Signature of **HIRER**: Date:

Print Name:

On behalf of: Organisation (if applicable)

First time hirers must pay a 50% deposit at the time of booking. All hirers must pay the balance of their total hire fee 4 weeks before the event. Payment should be made by bank transfer to sort code 30-94-93, account number 01452536 using your name as reference.

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Appendix 1

Application for permission to have a licensed bar at Harbury Village Hall

(For use only where a Village Hall is licensed for the sale of alcohol)

I hereby apply to: Harbury Village Hall Management Committee for authorisation of the sale of alcohol under The Legislative Reform (Supervision of Alcohol Sales in Church & Village Halls) Order 2009 as detailed below

Date(s)

Time

Description of event

Persons to be authorised to sell alcohol in accordance with the Licensing Act 2003

Location ;

Main Hall

Farley Room

Signed by the person named as the Hirer overleaf (duly authorised on behalf of the organisation named)

Name

Signature

I/We hereby agree to authorise the persons named above to sell alcohol at the event described above, on the date(s), at the time(s) and in the location(s) specified above .

Signed by the Village Hall Management Committee as appropriate:

Name

Signature