

SANDHURST VILLAGE HALL

HIRE AGREEMENT

AGREEMENT

This agreement is made between **Sandhurst Village Hall Management Committee** ('The Committee') and **The Hirer** named below. The Hirer agrees to pay The Committee the fee in full, and to be subject to the standard Terms and Conditions of Hire; in return, The Committee agrees to The Hirer using the Village Hall subject to the Standard Terms and Conditions of Hire and the Hirer's Safety Information of this Hire Agreement as displayed on the website www.sandhurstvillagehall.co.uk.

Hirer: **Organisation** (if applicable):

Address: **Postcode:**

E-mail: **Contact no:**

Authorised Representative (who will be present throughout the hire):
(if different from the hirer)

PERIOD OF HIRE: Is this a regular booking? **Yes / No**

Date: **Start time:** **Finish time:**

HIRE FEE: (Payable on or before the conclusion of the event for which the Village Hall is hired): £

PURPOSE/DESCRIPTION OF HIRE: (Failure to disclose the true purpose of the hire may forfeit the booking):
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The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the following times. Most licensable activities are included in the Village Hall's license except for the showing of films. Full details are provided in the glass notice board in the main hall but if you are unsure about exactly what is covered please contact the Booking Secretary or the Licensee.

Sale of alcohol: Permission is required from the Hall's licensee.
Permitted times of sale are 10:00 – 23:00 hrs except Sundays which are 12:00 – 22.30 hours

Music and dancing: Permitted times 09:00 – 00:00 hours any day

PAYMENT To be made by cash or cheque payable to Sandhurst Village Hall
Or by BACS – Acc Name: Sandhurst Village Hall, Sort Code: 60-09-02, Acc No: 76480925

HALL CAPACITY: The licensed capacity is a maximum of 100 people including organisers/performers. If a meal is served at tables in the hall the maximum capacity is 75.

VILLAGE HALL REPRESENTATIVES

Booking Secretary Mrs Teresa Lerry E-mail bookings@sandhurstvillagehall.co.uk
Address: Old Spot Barn, Mussel End, Sandhurst, GL2 9NT

Licensee Mrs Sarah Watson E-mail: licensee@sandhurstvillagehall.co.uk

SIGNATURES As Hirer, I have read and agree to the Standard Terms and Conditions of Hire, the Fire Risk Register, the Hirer's Safety Information and the Health and Safety policy on the website. I hereby accept responsibility for the premises for the period of my hire and for ensuring that all conditions of the Premises Licence relating to management and supervision of the premises are met. I am 18 years of age or older.

For **The Hirer:** For **The Committee:**

Date: **Date:**

Please sign this form and return to the Booking Secretary for your booking to be confirmed
Registered Charity No. 266696