

SOUTH HINKSEY VILLAGE HALL HIRE AGREEMENT

Part I

Hall (incl. kitchen & toilets) hiring fee payable **at least five working days** before the start of the function:

Parishioners and Charities	£10.00 per hour
Others	£14.00 per hour
Businesses	£100.00 per single session
	£170.00 per double session

Deposit (£75) is payable on booking

Any damages must be paid for in full. We will return the deposit, less any amount for damages, within seven working days of the event.

Cancellation of booking

The Deposit and the Hiring Fee will be returned, less a Cancellation Fee of £10 if less than one week's notice is given.

Equipment for meetings and parties is available. Contact the Booking Secretary for details.

Part II

Hirer agrees to

- report any damages/breakages and spills, identifying substance spilled, to the Booking Secretary before departure
- not stick or pin any decorations or notices to walls or doors (noticeboards may be used)
- leave kitchen, kitchen equipment, crockery and cutlery clean
- leave all furniture/equipment in main hall
- put all rubbish in bin bags provided and place these in green wheelie bin outside
- have two adults supervising any children's party
- make sure that any equipment introduced to the Hall by the Hirer or his/her guests is fully insured as the Hall Management Committee can take no responsibility for any related loss, damage or injury. (An example of this equipment would be a Bouncy Castle.)

Please ensure that no nuisance is caused by noise during the event and as people leave.

A floor brush and dustpan will be available in the outer hall for use if necessary.

The Village Hall Committee will take all reasonable care to ensure that the premises are clean and safe for use. **No responsibility will be taken for loss, damage or theft to property belonging to the Hirer or his/her guests.**

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Part III

PLEASE USE BLOCK CAPS

Name of Hirer _____

Purpose of hire _____

Date(s) of hire _____

Time of hire _____

Is alcohol to be provided? Yes/No

Will it be for sale? Yes*/No

*** If Yes, a Licence must be obtained from the Vale of White Horse District Council at least ten days prior to the event: NB there is a charge for this.**

I have read and fully understood Pages 1 and 2 of this document and agree to abide by its requirements.

Signed _____ Date _____

Address _____

_____ Post Code _____

Total cost of this event (excluding deposit) is £ _____ payable in advance.

Cheques should be made payable to **South Hinksey Village Hall** and crossed.

On behalf of South Hinksey Village Hall

Print Name _____

Signed _____ Date _____