

Hiring Agreement

Date of Hire

.....

Booking Ref.....
(office use only)

DETAILS OF THE HIRER: the person responsible for the conduct of the event and the state of the Hall

THE HIRER: Rockbourne Resident/Charity Non-Resident individual Corporate/commercial

(Full name please):

REPRESENTING (Self or name of charity):Charity Reg. no:.....

Billing address:.....

.....Postcode.....

Telephone:(Day)..... (Evening).....email:.....

EVENT DESCRIPTION (Please tick all boxes that apply except number attending)

Non-licenced activity:

- Meeting/lecture
- Party
- Performance
- Food & Beverages
- Children
- Other (please state)

Licenced activities (nothing after 2200 Sundays): **1030-2230:**

- Recorded music
- Live music
- Films
- Plays; **1000-2330:**
- Piano/Dancing
- Indoor sports;
- Supply of alcohol (**1100-2300**)

Approximate No. attending

Age group(s) attending: (tick all boxes that apply): up to 10 10-16 16-21 18-30 Adult

FACILITIES REQUIRED (Please tick all boxes that apply)

Space:

- Main Hall only (includes hire of kitchen equipment)
- Kitchen (always open for access to water)
- Committee Room
- Full premises (includes hire of kitchen equipment)

Hire of equipment only

- Cutlery / crockery / glasses / chairs/ tables
- please delete as appropriate
- No. required

HIRE CHARGES (TO BE COMPLETED AFTER CONSULTATION WITH THE BOOKINGS ADMINISTRATOR)

Time: From to =hrs, or **Session:** Morning Afternoon Evening All day

Main hall £..... Kitchen £..... Catering £..... Full premises £..... Committee Room £.....

Equipment Hire £..... TOTAL HIRING FEE £..... + REFUNDABLE BOND £..... (if applicable)

50% DEPOSIT WITH BOOKING £..... TOTAL BALANCE DUE £..... To be paid by (date)...../...../.....

AGREEMENT

I accept the full Terms and Conditions of Hiring (please see www.rockbournevillagehall.co.uk or available from the Bookings Administrator)

I PERSONALLY ACCEPT RESPONSIBILITY for the event and its conduct in accordance with the Terms and Conditions of Hire and agree to complete the End of Hiring Declaration and to return the keys as agreed with the Caretaker. In particular I agree: 1) NOT to allow anything to be taped, stuck, pinned or otherwise attached to any part of the walls, woodwork or fittings; 2) to ensure the careful and considerate behaviour of all users; 3) to leave the Hall as found, clean and tidy, furniture and equipment properly stowed, ready for the next user

I understand that dishcloths, oven cloths, tea towels etc. are NOT provided

I enclose a cheque for £..... payable to Rockbourne Village Hall as **Full Payment/Deposit** to secure the booking and undertake to pay balance of £..... to make up full payment together with the Refundable Bond of £..... not later than 4 weeks before the event (please delete as appropriate).

Please return form to: Mrs. A. Holmes, The Dial House, Rockbourne, Fordingbridge, Hants., SP6 3NA

Signed (the HIRER): _____ Date: _____

The HIRER named above