

# Ston Easton Village Hall Hiring Agreement

## **Booking Reference:**

This agreement is made between the Management Committee (7) and the Hirer (6) named below, whereby, in consideration of the sum(s) mentioned (5):

### **A.**

The Committee agrees to permit the Hirer to use the premises (3) for the purpose (4) and for the period (1 & 2) described below:

<b>1. Date Required</b>
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<b>2. Time Required</b> (incl. preparation and clearing up) From: _____ To: _____
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<b>3. Facilities required</b> (tick as appropriate) <input type="checkbox"/> Hall <input type="checkbox"/> Skittle alley <input type="checkbox"/> Meeting room
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<b>6. Hirer</b> Name: _____ Organisation (if applicable): _____ Address: _____ Phone (preferred): _____ Phone (alternative): _____ Email: _____
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<b>4. Purpose</b> (describe event):  <input type="checkbox"/> Commercial <input type="checkbox"/> Private <input type="checkbox"/> Community <input type="checkbox"/> Charity Approx. how many people are expected? _____ Approx. how many of the above are children? _____ Is music to be provided at the event? <input type="checkbox"/> Is alcohol to be provided at the event? <input type="checkbox"/> Will alcohol be on sale? (licence required) <input type="checkbox"/>
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<b>5. Fees</b> Hiring fee: _____ Extras (if required): _____ Deposit (if required): _____ <b>Total:</b> _____
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<b>7. Management Committee</b> a) Ston Easton Village Hall Management Committee b) Authorized Representatives: Richard Fitzsimmons (Chair) Valerie Jones (Secretary) Krissie Dukes (Treasurer)
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### **B.**

1. The Hirer agrees to be present during the hiring and to perform the provisions and stipulations contained or referred to in the **Conditions of Hire** for the time being in force as annexed hereto (an understanding of which the Hirer acknowledges) together with the special conditions set out in the Schedule overleaf if any.

2. It is hereby agreed that the Conditions of Hire attached hereto together with any Special Conditions of Hire contained in the Schedule overleaf shall form part of the terms of the Hiring Agreement unless specifically excluded.

3. By transferring the fees (5) into the Village Hall bank account, using the Booking Reference at the top of this form, the Hirer may indicate their acceptance of this agreement in full, in lieu of signature below.

Signed on behalf of Ston Easton Village Hall Management Committee:  Position: _____  Date _____
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Signed by the Hirer or on behalf of the Organisation as above:  Position: _____  Date _____
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# **Schedule 1 – Special Conditions of Hire**