

TRULL MEMORIAL HALL CHILDRENS PARTY HIRING AGREEMENT

Date of Hire		Times	
Name of Hirer		Age range of children	
Address			
Telephone No.			
Email:			
BOUNCY CASTLE (a copy of the Firms indemnity policy must be sent in with the booking form)	YES	NO	
PREMISES REQUIRED			
MAIN HALL	KITCHEN	PEARCE SUITE	CAR PARK
	<i>*TICK AS REQUIRED</i>		
HIRING FEE	£50.00 for 3 hrs	DEPOSITS ** see below	£10.00 £100.00
		BALANCE	
<i>THE BALANCE WILL BE PAYABLE SEVEN DAYS PRIOR TO THE DATE OF THE HIRE</i>			
Please note that a further deposit of **£100.00 is required when paying the balance for all Children's Parties and Discos. This is returned when the premises are left in a satisfactory condition. Please see condition 6 re bouncy castles.			

To the Hirer:

Please read the Conditions of Hire on the back of this form. Check that all details supplied on this form are correct, sign the booking form and the FIRE SAFETY FORM and return to me with your deposit to the above address. **All cheques payable to Trull Village Memorial Hall or you can pay by Bank Transfer Sort Code 40-52-40 A/C 00012406.** Please let the Booking Secretary know if you pay using this method for her records. Keep a copy for your information.

Please Sign

I have read, understand and accept all the Trull Village Memorial Halls Conditions of Hire shown on the reverse of this booking form. All the above details are correct. I also take full responsibility for any damage/injury caused by any of the equipment brought onto the premises)

Signed

Print Name

Please identify which payment method you will be using.

Payment method	Cheque	Bank Transfer
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Return to: Michele Weaver 91 Mantle Street, Wellington TA21 8BB

TRULL VILLAGE MEMORIAL HALLS CONDITIONS of HIRE

For the purposes of these conditions, the term HIRER shall mean any individual hirer or, where the hirer is an organization, the authorised representative. The term COMMITTEE shall mean the committee elected for the time being of Trull Village Memorial Halls.

THE HIRER:

1. Will be responsible for the supervision of the premises and its contents and the behavior of persons attending the event and shall be responsible for, and indemnify the Trull Village Memorial Halls in respect of, all damage and loss and all costs of repair and replacement.
2. Will **REMOVE ALL RUBBISH** black sacks are provided for in the kitchen, but ALL RUBBISH MUST BE REMOVED FROM THE PREMISES AND AROUND THE CAR PARK.
3. Smoking is **NOT PERMITTED** on the premises.
4. make all proper car parking arrangements, ensure that no highway is obstructed and that on arrival, and when leaving the premises, **noise is kept to a minimum**. Also, at the end of the hiring, replace any items used to their original positions, ensure that the premises and surrounds are left in a clean and tidy condition,
5. Shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-let, use or allow the premises to be used for any unlawful purpose. Nor shall anything be brought onto the premises, that may cause danger or damage to any person or to the said premises. Nor shall any ballgame, sport or other physical activity take place without consulting the Booking Secretary.
6. **BOUNCY CASTLES** A copy of the Bouncy Castle Firm's insurance **MUST** be sent with the booking form. Without such NO bouncy castles are permitted on or in the premises.
7. Shall comply with all regulations made in respect of the premises by the Fire Service. Local Authority and Magistrates Courts particularly in connection with any event which includes music, dancing, stage plays or other similar public entertainment.
8. The hirer will also be responsible for obtaining any such license as may be required for the sale or supply of alcohol and will ensure that nothing is done on the premises that contravenes the law relating to betting, gaming or lotteries. (A Temporary Event Notice can be obtained through the T.D.B.C. and can be applied for on-line.)
9. Shall insure that any electrical appliance brought on to the premises is in good working order and used in a safe manner. The hirer will also ensure that no person under the age of 16 years enters the kitchen or operates any electrical appliance and that all electrical items offered at Jumble Sales are NOT tested on the premises. All accidents must be recorded in the Accident Report Book which is kept in the kitchen.
10. Shall ensure that no animal is brought onto the premises without the previous permission of the Booking Secretary.
11. Must inform the Booking Secretary of any cancellation of a booking by giving as much notice as possible. The committee reserves the right to charge a cancellation fee where appropriate.

CANCELLATION –

Please let the booking secretary know of any cancellation as soon as possible and no later than 3 weeks before the event. Any later and your £10.00 deposit will not be refunded.

THE HALL COMMITTEE:

1. Can cancel any hiring in the event of the premises being required for use as a Polling Station for a local, parliamentary or by-election.
2. Reserves the right to refuse or cancel a booking at any time upon giving the hirer seven days notice in writing with an offer of a refund of monies already paid. The committee will not be liable for any other payments and accepts no responsibility for any loss or damage to any property of any person attending functions of the halls.

PLEASE ENSURE THAT ALL HEATERS, LIGHTS, WiFi ARE SWITCHED OFF at the end of the hire AND LOCK AND SECURE ALL DOORS.