

## MEMORIAL HALL HIRING AGREEMENT WEDDING

NAME	TEL No.
ADDRESS	
EMAIL	

### DAYS, TIMES and REQUIREMENTS (select and complete as required, depending on availability)

DATE OF WEDDING							
FRI		SAT		SUN		Alcohol License (TEN)	Y/N
Cleaning @£50.00*		Other					

### COST (includes half day before the wedding and half day after the wedding)

HIRING FEE	£1000.00	DEPOSIT	£100.00	BALANCE	£
TEN License	£	SURETY	£500.00		
CLEANING*	£50.00	DEPOSIT			

***THE BALANCE WILL BE PAYABLE TEN DAYS PRIOR TO THE DATE OF THE HIRE***

**Please note that the surety deposit of £500.00 is required when paying the balance. This is returned when the premises are left in a satisfactory condition.  
\*Any extra cost incurred for the clearing/cleaning over the £50.00 will be deducted from the £500.00 surety deposit prior to refund.**

To the Hirer:

Please read the Conditions of Hire attached. Check that all details supplied on this form are correct, **sign** a copy and a copy of the FIRE SAFETY FORM and return to the address below along with your deposit, **DO NOT SEND CASH.**

**All cheques payable to Trull Village Memorial Hall or pay by bank transfer to Sort Code: 40-52-40 account 00012406** Please indicate below which method of payment you will be using.

I have read, understand and accept the Trull Village Memorial Halls Terms and 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  
Date:

Print Name

**Please identify which payment method you will be using**

<b>Payment method</b>	Cheque	Bank Transfer
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**Michele Weaver, 91 Mantle Street, Wellington TA21 8BB. Tel 01823 666455**

## TRULL VILLAGE MEMORIAL HALLS CONDITIONS of HIRE

For the purposes of these conditions, the term HIRER shall mean any individual hirer (aged 18 or over). The term COMMITTEE shall mean the committee elected for the time being of Trull Village Memorial Halls.

The hirer is responsible for the supervision of the premises, its contents and behaviour of all persons attending the event, and indemnify the Trull Village Memorial Halls in respect of all damage, loss and all costs of repair and replacement of any such damage.

### The HIRER must:

- A) Ensure **ALL MUSIC FINISHES BY 11.45 PM AT THE LATEST.**
- B) Be responsible for supervision of any Alcohol use on the premises
- C) Ensure the premises and car park are vacated quietly without disturbance to the surrounding neighbours by **MIDNIGHT AT THE LATEST.**
- D) Ensure that **NO advertising, photos or statements are posted on any Media site prior to or during the event.**
- E) Remove all rubbish from the halls and premises – black sacks are provided in the kitchen, but all rubbish **must be taken off site.**
- F) **All accidents must be recorded in the Accident Report Book** which is kept in the kitchen.
- G) 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 or other similar public entertainment.
- H) 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.**
- I) Shall ensure that no animal is brought onto the premises without the previous permission of the Booking Secretary

**FAILURE TO COMPLY WITH ANY OF THE ABOVE WILL RESULT IN THE LOSS OF SURETY DEPOSIT.**

### CANCELLATION:

Cancellation must be made as soon as possible and within 6 weeks of the event to obtain a full refund of any monies paid.

### The HALL COMMITTEE:

1. Reserves the right to refuse or cancel a booking at any time upon giving the hirer ten 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.