

# MEMORIAL HALL HIRING AGREEMENT

Date of Hire		Times	To
Name of Hirer		Organisation	
Address			
Telephone No.		Open to General Public	
Email:			
Purpose of Hire			
<b>PREMISES REQUIRED</b>			
MAIN HALL*	KITCHEN*	PEARCE SUITE*	CAR PARK*
	<i>*TICK AS REQUIRED</i>		
HIRING FEE		DEPOSITS ** see below	BALANCE      £
<i>THE BALANCE WILL BE PAYABLE SEVEN DAYS PRIOR TO THE DATE OF THE HIRE</i>			
<p><b>Please send a deposit of £10.00 to secure the date and a further surety deposit of **£250.00 is required when paying the balance for large social gatherings and all parties. This is returned when the premises are left in a satisfactory condition.</b></p>			

To the Hirer:

Please read the Conditions of Hire attached. Check that all details supplied on this form are correct, sign the Top Copy 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 pay by bank transfer to Sort Code: 40-52-40 account 00012406** please let the booking secretary know if you pay by this method for her records.

I have read, understand and accept all of 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.**

<b>Payment method</b>	Cheque	Bank Transfer
-----------------------	--------	---------------

**Please 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 (aged 18 or over) 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 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 11.15 PM AT THE LATEST.**
- B) Ensure the premises and car park are vacated quietly without disturbance to the surrounding neighbours by **MIDNIGHT AT THE LATEST.**
- C) Ensure that **NO advertising, photos or statements are posted on any Media site prior to or during the event.**
- D) Remove all rubbish from the halls and premises – black sacks are provided in the kitchen, but all rubbish **must be taken off site.**
- E) Obtain such license as may be required, such as a Temporary Event Notice in the event of selling alcohol (TEN Notice from T.D.B.C)
- F) 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.
- G) **All accidents must be recorded in the Accident Report Book** which is kept in the kitchen.
- H) 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.
- I) 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.**
- J) Shall ensure that no animal is brought onto the premises without the previous permission of the Booking Secretary
- k) Re stack the tables and chairs in their rightful places ie small tables together, larger tables together and chairs in stacks of 8.
- l) A check will take place following the event and any breakages, damage or time spent in restacking chairs and tables will result in a cost being deducted from the surety deposit.

**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. 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.

