

Lamyatt Village Hall Portway Hill, Lamyatt BA4 6NH charity no 279378

Hiring Agreement

A. The Committee agrees to permit the Hirer to use the premises for the purpose of (5) and for the periods described in (1) below:

1. When required

Date(s) (please give days, month and year):		
Event start time:	Event finish time:	Total hours:
Proposed set-up time from:		(same/following day)
Proposed clear-up time:		(same/following day)
Please include adequate time for setting up, clearing and vacating in accordance with hire conditions		

2. The Village Hall Management Committee's authorised representative(s)

The Bookings Secretary	The Secretary
Mrs. Simone Ash Speeds Farm, Lamyatt BA4 6NH 01749 812031	Mrs. Victoria Lang Ambledown, Lamyatt BA4 6NP 01749 813344

3. Hirer

(N.B.. persons signing must be 21 years of age or 25 years of age for events where alcohol is to be consumed. See hire conditions)

a)	Name of individual:	
b)	Or name of organisation:	
c)	Name of organisation's authorised representative:	
d)	Address:	
e)	Tel (day):	Tel (evening):

4. Fees

Agreed hire fee: £..... See current rates, payable in cash or by cheque made out to Lamyatt Village Hall Trust
Special Refundable* Deposit (at discretion of Committee): £..... <small>*This deposit will be refunded within 28 days of the end of the hire period provided that no damage or loss has been caused to the premises and/or contents during the said hire as a result of the hire. See hire conditions</small>

5. Purpose

This will be a private/public event (delete as applicable)

N.B. guidelines for maximum capacities: 75 SEATED (theatre-style/dining), 120 STANDING (receptions etc.)

6. Is alcohol to be on sale at the event(s)? Yes/No (delete as applicable)

If yes, you will need to seek written permission from the Committee to apply for a licence (see condition 3 over the page)

B. The Hirer agrees to be present during the hiring and to perform the provisions and stipulations contained or referred to in the 'Standard Conditions of Hire' as printed on the reverse of this sheet, an understanding of which the Hirer acknowledges.

Signed by the individual Hirer, or by the Authorised Representative of the Organisation named above:

..... Date

I confirm that I have read, understood, accept and will fully comply with all Conditions of Hire