

## STANTON HARCOURT MEMORIAL AND MILLENNIUM HALL

### Hiring Agreement

This agreement is made between the Stanton Harcourt Village Hall Committee ('the Committee') and the Hirer.

The Committee agrees to allow the Hirer to use the premises for the purposes and the duration described below:-

<b>1. Application Date:</b>	
<b>2. Hirers:</b> (Two named persons aged 18 years or over who will be responsible for complying with the conditions of the hire)	Name: Address:
	Contact No:
	Name: Address:  Contact No:
<b>3. Purpose of Hire:</b>	
<b>4. Premises Required:</b> (Main Hall/ Function Room/ Kitchen/ Garden)	
<b>5. Date of Hire:</b>	
<b>6. Period of Hire:</b>	From:.....To:.....
<b>7. Hiring Charge:</b>	.....Hours at £...../hour = £.....Total
<b>8. *Deposit:</b> (Refundable less the cost of cleaning or making good of any damage caused to premises or contents within 14 days)	£.....

**1. The Hirer agrees to abide by the Conditions of Hire, a copy of which is provided**

1)Hirer's Signature: .....

Hirer's Name: .....

2)Hirer's Signature:.....

Hirer's Name: .....

**2. Hall Committee acknowledgement:**

Committee Representative Signature:.....

Committee Representative Name: .....

**3. Please make cheques payable to 'Stanton Harcourt Village Hall'**

**\* Deposit**

A deposit of £100 for residents of Stanton Harcourt and Sutton or £150 for non-residents is payable. This will be returned (or destroyed securely if in the form of a cheque) following your event, subject to any deductions for breakages, damage or in the case that the hall is not left in an acceptable state after use.

**Tables, Chairs, Glasses and Crockery**

Tables, chairs and glasses are available for use free of charge.

White crockery and stainless steel cutlery for 120 place settings are also available for your use during the hire period.

There is a portable stage for use by arrangement in return for a donation to Village Hall funds.

**MAY WE REMIND YOU THAT LOUD DISCOS OR LIVE MUSIC SHOULD CONCLUDE AT MIDNIGHT.**

**IF THIS IS NOT ADHERED TO, YOU WILL LOSE YOUR DEPOSIT.**