



HIRE AGREEMENT and BOOKING FORM

This agreement is made the _____ day of _____ 201...

BETWEEN (1) The CROCKENHILL VILLAGE HALL MANAGEMENT COMMITTEE ("CVHMC" or "us" or "we")

(2) Name: Telephone Number:.....

Address:.....

("you" or the "Hirer"- **All persons must be of the age of 18 years or over**)

1. In consideration of the hire fee set out below you may use the Crockenhill Village Hall (the "Hall") for the purpose and on the terms set out below and in the Standard Conditions of Hire listed on our website and displayed inside the village hall on its notice board (the "Standard Conditions") which are deemed incorporated in this agreement. **Where there is any conflict between the Standard Conditions and the conditions set out in this agreement, this agreement will prevail.**

2. A plan of the Hall is displayed on the website and displayed in the hall on the village hall notice board for your convenience.

3. You must ensure that the event is appropriately supervised at all times.

4. You must ensure that your booking includes preparation and clearing up time or you will be charged additional fees.

5. The particulars of your booking are:

Date(s) required: _____ Time required: _____

Additional facilities required (if any): Stage lighting Y/N Bar facilities Y/N

Details and Purpose of Hire: (Please answer Yes ("Y") or No ("N"))

a) Private Event b) Public Event c) Lunch/Dinner d) Party e) Dance/Disco f) Music to be played at the event

g) Alcohol to be sold at the event (or included in ticket price)- please refer to section 3D & 5B of conditions of hire.

h) Commercial purposes (only in exceptional circumstances and you must provide a copy of your certificate of public liability insurance.

6. Hire Fee:

A deposit of £75.00 is required on all hiring's as detailed below. If the deposit, accompanied by the signed Hiring Agreement is not received within two weeks of despatch of the Hiring Agreement it will be assumed that the date is no longer required and it will again be open for letting.

Initial Payment _____ with this agreement

Balance Payment _____ due one calendar month prior to date of event

Cancellation of the booking by the hirer before the event and if the CVHMC is unable to re-let the venue to another hirer, any deposit paid will not be refunded to you.

7. The Bookings Secretary is: Beryl Bean of 1 Bransell Close, Crockenhill, Swanley, Kent, BR8 8LS and her telephone number is 07732036402 Please return completed forms to Beryl Bean and make cheques payable to, Crockenhill Village Hall.

8. You declare by entering into this agreement that the information you have given on behalf of yourself or the Hirer (if an organisation) in section 5 is correct to the best of your knowledge, information and belief.

9. This agreement shall take effect only when signed by both parties and when the Initial Payment has been made.

10. Any election that requires the Village Hall to be used as a Polling Station takes precedent over any pre existing booking.

SIGNED on behalf of CVHMC by _____