



HIRE AGREEMENT and BOOKING FORM for Annual Contract Hirers

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 (www.crockenhillvillagehall.co.uk/hall_hire) 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 your activity 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 provide details)
a)
b) Alcohol to be sold at the event (or included in ticket price)- please refer to section 3D & 5B of conditions of hire.
c) Commercial purposes (only in exceptional circumstances and you must provide a copy of your certificate of public liability insurance.
d) Hirers should ensure that they have their own relevant insurances in place and copies made available at renewal
6. Hire Fee & Payment terms: The rates of hire are displayed on the website and any changes will be communicated in writing giving three months notice. Invoices will be issued in arrears monthly / quarterly (delete which is applicable)and payable within 30 days of the date of invoice. A mandatory half hour set up charge will be applied unless otherwise agreed.
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.
10. Any election that requires the Village Hall to be used as a Polling Station takes precedent over any pre existing booking.

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SIGNED on behalf of CVHMC (Bookings Secretary) _____ SIGNED by or on behalf of the Hirer _____