



SUNDAY and HOURLY HALL HIRE AGREEMENT and BOOKING FORM

This agreement is made the _____ day of _____ 202

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

(2) Name:

Phone Number:..... Email:.....

Address:.....

(“you” or the “Hirer” - **All persons must be of the age of 21 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 hire fees.
5. The particulars of your booking are:

Type of Event:

Date(s) required:

Time required:

If you enter the hall outside of your agreed times you may not be covered by our insurance policy and will be charged a minimum of one extra hour.

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

Details and Purpose of Hire: (Please circle Yes (“Y”) or No (“N”) as appropriate)

- a) Private Event Y / N b) Public Event Y / N c) Lunch/Dinner Y / N d) Party Y / N
- e) Dance/Disco Music to be played at the event Y / N f) Bouncy Castle to be erected in or outside the building Y / N
- g) Alcohol to be sold at the event (or included in ticket price)- please refer to section 3D & 5B of conditions of hire Y / N
- h) Commercial purposes (only in exceptional circumstances & you must provide a copy of your certificate of public liability insurance) Y / N.
- i) Any other requirements
- j) Hearing loop is available, please contact the Parish Council by email clerk@crockenhillpc.org.uk

PLEASE NOTE THAT THERE IS A POWER LIMITATION IN THE HALL. THE SOCKETS ON THE STAGE PLUS THOSE IN THE KITCHEN HAVE A POWER TOTAL OF 16AMPS, WHICH IS EQUIVALENT TO 3.68 KILOWATTS.



6. Hire Fee:

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Deposit of £25.00 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. An additional £25 is payable if electricity is required to power a bouncy castle.

Initial Payment £ with this agreement

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

A security deposit fee of a minimum of £150 is payable for one off bookings and due at the same time as the balancing payment. A full refund will be made within one week of the hire taking place if there is no damage to the hall, including breakages and **any** need for redecoration or additional cleaning. Please complete the refund page below for the Treasurer to action. We reserve the right to charge a higher security deposit amount depending on the type of event being held.

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. Please return completed forms for the attention of the Bookings Secretary C/O Crockenhill Village Hall, Stones Cross Road, Crockenhill, Kent, BR8 8LT and the telephone number is 01322 686424- option 1.

Address email enquiries to bookings@crockenhillvillagehall.co.uk

Please make any payments by bank transfer to the following Barclays Bank account:

Account Name: Crockenhill Village Hall Sort Code: 20 25 42 Account Number: 70302309

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 received.

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

11. Keys should not be copied, shared or used for any other purpose than for complying with this contract. Replacement keys will be charged at £10 per key.

12. All windows and doors should be locked and lights turned off after use.

13. Do not store items on the stage or block doors and fire exits.

14. Hirers are responsible for taking home all rubbish generated when vacating the hall. A sum of £5.00 per bag of rubbish will be withheld from the security deposit if rubbish is not taken away at the end of hire.

15. The main hirer to take a working mobile phone to the hall during the hire as there is no access to a public phone to contact services in the case of an emergency.

16. All of the above is subject to Government restrictions regarding a pandemic

Signed on behalf of CVHMC (duly authorised signatory).....

Signed on behalf of the hirer (duly authorised signatory)



SECURITY DEPOSIT REFUND FORM

Name of hirer:.....

Date of hire:.....

Account Holder name to which refund should be made:.....

Bank Name:.....

Sort Code: Account Number:.....

Signed by hirer:.....

FOR OFFICE USE ONLY

Security deposit paid: £

Total deductions (details below): £

Security deposit balance to be refunded: £

Reason for deductions:

Signed Hall Manager:.....Dated: