**HERSTMONCEUX VILLAGE HALL**

 **HIRE AGREEMENT**

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| A1HALL | HERSTMONCEUX VILLAGE HALL – a Registered CharityHAILSHAM ROAD HERSTMONCEUX HAILSHAM EAST SUSSEX BN27 4JX(R.C.N. 305254)T. 01323 831854E. info@herstmonceuxvillage.org.uk |
| A2HIRER | NAME:ORGANISATION:Address:Tel:Mobile:E-mail: |
| A3DATE AND TIME OFHIRE | DATE:TIME: 9AM TO 1PM 1PM TO 6PM 6PM TO 11.30PM |
| A4PREMISESHIRED | WHOLE PREMISES MAIN HALLMAIN HALL AND LOUNGEMAIN HALL AND SMALL HALLSMALL HALLLOUNGE  |
| A5HIRE FEE | BASIC HIRE FEE £Please state any additional requirements:Kitchen for pre-prepared food and drinks only. No chargeFull use of main kitchen £Dishwasher £Liquor License £Stage Lighting £NOTE:Booking Confirmation will be sent to you once your booking has been accepted.Details of how to make your payment(s) will be included.1. You must pay as a deposit at least one third of the cost of the booking at the time you sign this Agreement. You must pay the balance of the booking fee 14 DAYS before the conclusion of the event for which you hire the premises.2. We will refund the special deposit (if requested) within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents, nor complaints made to us about noise or other disturbance during the period of the hiring as a result of the hiring.  |

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| A6PURPOSE OF HIRE | Is this a commercial hire? Yes / No**SPECIAL condition for use with commercial hirers:**“Village halls are usually held on strict trusts which require the management committee to ensure that the hall is administered in accordance with those trusts. Accordingly we are bound to preserve and hereby reserve the right to terminate this Agreement by not less than seven days’ notice in writing to you in the event of the hall being required on the same date/time for the fulfilment of its charitable purposes. In the event of such termination by us, we will refund to you all monies paid by you to us. We will not, however, be liable to make any further payment to you in respect of expenses, costs or losses incurred directly or indirectly by you in relation to any such termination.” |
| A7 FOOD | Is food to be provided at the event? Yes / No |
| A8 ALCOHOL | Is alcohol to be provided at the event? Yes / NoIf yes then the separate Application for Sale of Alcohol form must be completed |
| A9FILM | Will there be exhibition of film? Yes / No  |
| A10MUSIC | Will live music be performed or recorded music played? Yes / No |
| A11 | Will you be hiring bouncy castles, inflatables or other play equipment? Yes / No**N.B Your equipment provider must have an Insurance Certificate as accident or damage resulting from use of these items are not covered by the Village Hall insurance.**  |
| A12DATE OFAGREEMENT |  |

**NOTE: Please note the CCTV, Privacy and General Data Protection Information in Clause 26 of the Standard Conditions attached or available to view on our Website. By signing this Agreement you are deemed to have read and accepted the terms, accepted them and authorised the Hall to hold your data.**