

HIRE AGREEMENT

MAIN HALL & CAMPBELL ROOM

THIS AGREEMENT is made between **Dumbleton Village Hall Committee** ("The Committee") and **The Hirer** named below. On payment in full of the hire charge The Committee agrees to The Hirer using the facilities identified on this form, **subject to the Standard Conditions of Hire and the Safety Information of this Hire Agreement as displayed.**

HIRER(S)

Hirer(s) Name/Organisation:

Authorised Representative:

Email:

Preferred Tel:

Address inc. post code:

DETAILS OF HIRE

Hire Date(s): From: To:

Time of Function: From: To:

Under Dumbleton Village Hall's Premises licence all functions must finish no later than midnight.

Access Required: From: To:

Total Hours Required:

Purpose of Hire:

Failure to disclose the true purpose of hire may forfeit the booking and the hire fee

Is the function a public or private event? Public Private Is the function for commercial use? Yes No

Approx. number of attendees

Functions where the majority of attendees are 16 to 21 years old will attract a larger deposit and, where judged necessary, an additional charge for the hire of security.

ROOM(S) TO BE HIRED

| Fee Type | Main Hall + Campbell Room | Main Hall only | Campbell Room only |
|----------|---------------------------|----------------|--------------------|
|----------|---------------------------|----------------|--------------------|

Dumbleton Resident

Non Resident

Please tick your required Room choice. See the attached Hire Charges for all applicable fees.

ADDITIONAL FACILITIES REQUIRED

| Fee Type | PA System | Alcohol Licence (Temporary Event Notice) |
|----------|-----------|--|
|----------|-----------|--|

Dumbleton Resident

Non Resident

Important: If your function includes the sale of alcohol, you must organise your own Temporary Event Notice from Tewkesbury Borough Council. You must apply for this a minimum of 10 working days prior to the date of your function. You can apply here: www.tewkesbury.gov.uk/temporary-event-notices

HIRE AGREEMENT

MAIN HALL & CAMPBELL ROOM

Please see the attached Hire Fees to calculate the total amount of this Hire Agreement. Please note that you must organise your own application for a Temporary Event Notice if your function will include the sale of alcohol.

TOTAL HIRE CHARGE DUE (SEE THE ATTACHED HIRE CHARGES FOR ALL COSTS)

| | | | | | | |
|-----------------------|-------------|---|---|----------------------|-----------------------|---|
| Room Hire | Hire Charge | £ | × | Total Hours Required | Total Hire Cost | £ |
| Additional Facilities | PA System | £ | | | Total Additional Cost | £ |
| | | | | | GRAND TOTAL | £ |

Dumbleton Village Hall cannot be held responsible for any consequential loss for cancellation of any prior hire booking agreement due to unforeseen circumstances. (See Standard Conditions of Hire for full details.)

A £100.00 damage deposit is required at the time of booking. Payment of the total hire fee, as noted above is required, in full, no less than seven days before the date of the function.

If the Hirer wishes to cancel the booking before the date of the event and the Committee is unable to obtain a replacement booking, the Committee reserves the right to make a charge.

I am over 21 years old and hereby accept personal responsibility for being in charge and confirm that I, as the authorised representative of the Hirer, will be on the premises at all times during the period of this hire and when the public are present and for ensuring that all conditions of the Premises Licence relating to management and supervision of the premises are met.

I confirm that I, as the authorised representative of the Hirer, have seen a copy of the **Dumbleton Village Hall Standard Conditions of Hire** and fully understand and accept the conditions contained therein.

Hirer's Signature _____

Date _____

Please return this completed Booking Form to: bookings@dumbletonvillagehall.org.uk

PAYMENT DETAILS

Payments can be made by internet banking to: Sort Code **40-20-27** Account No. **91567047**. Please use the date of function as reference and notify us by email that you have paid, and include your bank details, so that we can return your deposit.

Cheques should be made payable to Dumbleton Village Hall.

The deposit will be refunded within 28 days of the termination of the period of hire if no damage is done to the Hall or Hall facilities and the Hall is left in a clean and tidy state. A checklist is attached to help with clearing up. If you pay the deposit by cheque Dumbleton Village Hall will hold it until after the event and destroy it if the above terms are met. Please enclose an SAE if you prefer the cheque to be returned to you. Deposits paid by internet banking will be refunded to your account

Data protection policy: Personal data is held by us solely for accounting purposes. See www.dumbletonvillagehall.org.uk for full policy details and right of access.

| | | | | |
|----------------------------|------------------------------|--|------|--|
| FOR OFFICE USE ONLY | Booking Confirmed | | Date | |
| | Deposit Received | | Date | |
| | Full Payment Received | | Date | |