

SAND HUTTON & CLAXTON VILLAGE HALL EQUIPMENT HIRING AGREEMENT

Complete the form and send it to: Bookings Secretary (BS): Mrs F. Davies Balnakeil, Claxton, York, YO60 7SD

A copy of the form will be returned to the Hirer on Approval.

This agreement is made on the date (B6) between the Committee and the Hirer (A5) named below, whereby in consideration of the sum(s) mentioned (4).

A. The Committee agrees to permit the Hirer to use the following equipment

tables & chairs

crockery and utensils

electric piano

projector

other items

for use away from the Hall for the purposes (described in section 3 below) for the period(s) (section 1 below):

1. Dates Required: Date(s) Month Year

Please attach a schedule if more than one date is required

2. Time Required. Time key to be collected (for collecting items)

Time key to be returned (for returning items)

3. Purpose of equipment Hire (describe event)

4. Fees: (see notes B4, B5, B6)

Hiring Fee Damage Deposit TOTAL PAYABLE Cancellation Fee

5. Hirer Name
Organisation (if applicable)
Address
Contact: phone number(s)
e-mail

Sand Hutton & Claxton Village Hall

B. I agree to

B1 use the equipment for the purpose it is intended and in accordance with any manufacturer's instructions

B2 return the equipment on the agreed date

B3 advise the BS of any - malfunction of the equipment or concerns I may have about the equipment
- damage done during the hire

[Please note: the Bookings Secretary, or if necessary the Village Hall Management Committee, will determine what repairs or replacements are required to make good any damage, malfunction or loss.]

B4 to cover fully the cost of repairing or replacing the equipment as a result of this malfunction or damage

B5 to cover fully the cost of replacing the equipment if it's lost or stolen when in my care

B6 I agree to pay the Invoice(s) for the fees and charges above (4) when booking the equipment hire

Signed by the Hirer named above or on behalf of the organisation above (6):	Date
Signed by the Village Hall Management Committee Representative:	Date