

SAND HUTTON & CLAXTON VILLAGE HALL HIRING AGREEMENT

Complete form, sign and send 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 (B below) between the Village Hall Management Committee (Committee) and the Hirer named below (6), whereby in consideration of the sum (s) mentioned (5).

A. The Committee agrees to permit the Hirer to use the premises (3) for the purposes (4) and for the period(s) described below (1):

1. Dates required Date(s) Month Year If more than one date required please attach schedule with all dates

2. Time Required. Time key to be collected (for preparation)
Time key to be returned (after clearing up)

3. Premises (tick box) Whole Hall Main Hall & Kitchen Committee Room & Kitchen Committee Room

4. Purpose (Describe Event)

How many people do you expect? (maximum permitted 100 people)

Is Music to be provided (YES / NO)

Will Alcohol be sold or supplied at the event? (YES / NO) (see section 3 Standard Conditions of Hire)

Are you a formally constituted organisation (YES / NO) (see section 4.iii Standard Conditions of Hire)

Do your events/activities involve young people (under 18) or vulnerable adults please (YES / NO)

If you answered Yes above confirm your organisation has and complies with a Safeguarding Policy (YES/NO)

5. Fees: (see section 2 Standard Conditions of Hire)

Hiring Fee £ Damage Deposit £ TOTAL PAYABLE £ Cancellation Fee £

6. Hirer Name

 Organisation

 (if applicable)

 Postal address

 e-mail address

 Contact Phone Number(s)

B. I agree and accept the terms of hire, having read and understood the Standard Conditions of Hire (attached herewith) and the documents it refers to, including the Health and Safety Document and the User Information Document with any schedules or stipulations that may be attached. I agree to pay the Invoice(s) for the fees and charges above (5) promptly when booking the Hall.

Signed by the Hirer named above or on behalf of the organisation above (6):	Date
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Signed by the Village Hall Management Committee Representative:	Date
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Dear Hirer, please complete and return this form with full details of your hire as follows:

Non-commercial/non business one-off hirers:

- Complete the form as instructed above and note insurance cover provided in section 7.
- Please draw our attention to any unusual activities envisaged that may not be allowed in the Hall or may not be covered by our policy i.e. a bouncy castle etc. where you may need to provide additional insurance cover. (Please see the User Information Document for guidance)
- Please read and comply with the Hall's Health & Safety Policy, Safeguarding Policy, the Health and Safety Document and the User Information Document.

Community groups or community benefit organisations (one off or regular hirers)

Complete the form as instructed above. Please ask if you would like to benefit from the Hall's arrangements for Public Liability insurance for community groups or community benefit organisations as out lined in section 7 of the Standard Conditions of Hire.

- Use the grid below for a full schedule of use if more than one date is required (Section A1 overleaf).
- Please read and comply with the Hall's Health & Safety Policy, Safeguarding Policy, the Health and Safety Document and the User Information Document

Commercial/business Hirers:

- Complete the form as instructed above
- Please use the grid below for a full schedule of use if more than one date is required (Section A1)
- Please provide evidence of insurance covering liabilities stated in sections 7(ii) and 7(iii).
- Please read and comply with the Hall's Health & Safety Policy, Safeguarding Policy, the Health and Safety Document and the User Information Document

Date	Times	Comment

Community groups or community benefit organisations

I would like to request we benefit from the Hall's arrangements for Public Liability insurance for community groups or community benefit organisations as out lined in section 7 of the Standard Conditions of Hire.			
Name of Hiring Organisation	Name of Signee	Signature	Date
The Village Hall Management Committee agree this request			
Name of Booking Secretary	Signature	Date	