

# Broughton Gifford Village Hall & Car Park - Hiring Agreement

## Registered Charity 350477 March 2023

This agreement is made on the date (1) and between COMMITTEE (2) and the HIRER (3) named below whereby in consideration of the sum(s) mentioned (4):

The COMMITTEE agrees to permit the HIRER to use the premises (5) for the purpose (6) and for the period(s) all described below:

1. Date of agreement .....
2. Broughton Gifford Village Hall Management Committee, authorised representative (Booking Clerk): Mrs Sylvia Davis, 19 Curtis Orchard, Broughton Gifford, Melksham, SN12 8PX, tel: 01225 783 332
3. Hirer:
  - A) Organisation (if applicable) – please print: .....
  - B) Name and address of representative or individual Hirer: .....
  - .....Tel Number.....

4. Hiring Fee: £.....
- Plus Deposit £.....

***Two separate cheques or cash please. Cheques payable to BROUGHTON GIFFORD VILLAGE HALL. Deposit retained for 7 days after event. Deposit cash will be refunded, deposit cheque destroyed when condition (10) below is met.***

5. Premises Hired:  
 Whole of Village Hall     Main Hall and Kitchen     Committee Room only
6. Purpose of Hiring: .....
7. Period of Hiring: Date(s)..... Times .....
8. Bar required?  NO  YES, and if yes, starting time: ..... Finishing time: ..... (ref. licensed hours)

**(N.B If you require a bar or are intending to consume alcohol on the premises then please disclose this at the time of booking.)**

9. Radio Microphones and/or access to PA system required?  NO  YES, if yes then PA system access key be collected/returned from the bookings clerk at time of main key collection/return. For this facility £50 will be added to your deposit.
10. Conditions for full refund of your deposit:

- a) All tables and chairs to be put back in original positions
  - b) Hall swept through
  - c) Kitchen to be left clean and tidy (no food to left on premises)
  - d) No belongings/equipment to be left without prior agreement with bookings clerk

- e) No damages to premises or equipment therein.
  - f) Radio microphones (if damaged) returned undamaged to PA access point cabinet.
  - g) All rubbish that cannot be reasonably fitted into the bins to be removed from the premises (a large bin is available in the car park)
  - h) All keys returned to booking clerk.

11. Keys can be collected on the day of your event from the bookings clerk (as detailed in 2 above). Please ring in advance to organise collection.

**The HIRER (3)** agrees with to be present for the duration of the hire period and to perform the provisions and stipulations contained or referred to in the committee's terms and conditions of hire.

Signed by the committee representative named at (2) on behalf of the Village Hall management committee:

..... Date: .....

I have read and understood the terms and conditions and agree to abide by them. Signed by person named at (3) or on behalf of organisation at (3).

..... Date: .....

**Please complete, sign, date this agreement and return it with your hiring fee and deposit payment to the bookings clerk (2). Completed form and payments must be received prior to the date of hiring and failure to do so will result in your hire being cancelled. Thank you.**