



## Plumley Village Hall Hiring Agreement – Single Hire

This agreement is made on (date).....between the authorised representative set out in paragraph 2 below on behalf of Plumley Village Hall Committee and the Hirer described in paragraph 3 below.

**A. The Plumley Village Hall Committee agrees** to permit the Hirer to use lawfully, for the Period set out in paragraph 1 below, that/those part(s) of the Premises set out in paragraph 5 for the Purpose set out in paragraph 6:

**1. Date of Hire:**

**Time Required:** From  To

To include preparation and clearing up time.

**2. Plumley Village Hall Committee:**

Authorised Representative:

Address:

Telephone Number:

**3. Hirer:**

Name

Confirm age is over 21 Yes  No

Address:

Telephone  e-mail

**4. Hiring Fee:**  £

**Special Deposit**  £

**Balance Due on Signing**  £

The special deposit will be refunded within 28 days of the termination of the period of hire unless Plumley Village Hall Committee, as it is entitled, sets off any sums against the special deposit by virtue of any damage or loss having been caused to the premises and/or contents during the period of hire.

In case of cancellation the Hiring Fee will be refunded as follows: 28 days notice full refund, 14 days notice, 50% refund. Less than 14 days no refund unless agreed by PHV Committee.

**All cheques shall be made payable to: Plumley Village Hall Committee**

**5. Premises**

Whole of Hall including committee room (please tick)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Hall only (Please tick)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Committee Room only (Please tick)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Tennis Courts (Please tick)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Hall Grounds (Please Tick)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Other part of Hall (Specify)	<input type="text"/>			

**6. Purpose of Hiring**  
(Please Describe)

Is it intended that alcohol is to be provided (Please tick)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If so, is any intended for sale (Please tick)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Hirer has read and accepted responsibilities relating to sale and/or provision of alcohol as laid out and referenced in the Plumley Village Hall "Standard Conditions of Hire" annexed to this agreement (Please tick)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**Waste Disposal:** Please take your rubbish home to dispose of.

**B. The Hirer agrees** to be present during the hiring and to observe and perform the provisions of Plumley Village Hall Committee's "Standard Conditions of Hire" annexed to this agreement.

**As Witness** the hands of the parties hereto:

**Signed** on behalf Plumley Village Hall Committee.

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**Signed** by the HIRER (named at 3 above).

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**Please Return with Payment to:**  
**Treasurer, Moorhouse, Plumley Moor Rd, Plumley, Cheshire WA16 0TU**