



Plumley Village Hall Hiring Agreement – Regular 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. **Period of Hire:**(from/to)

Frequency:

Time Required: From To

To include preparation and clearing up time.

2. **Plumley Village Hall Committee:**

Authorised Representative:

Address:

Contact

3. **Hirer:**

Name

Confirm age is over 21 Yes No

Address:

Telephone e-mail

4. **Hiring Fee:**

Special Deposit (if applicable)

Balance Due on Signing

Frequency of payment: ----- e.g. Monthly in advance

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 of a pre-booked date a charge will be payable at the following rates: 28 days notice, no charge, 14 days notice, 50% charge. Less than 14 days notice, full charge due. Notice should be given by email or phone to the bookings secretary & charges are at the discretion of the PHV 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"/>
Use of Sound/Stage Lighting/AV?	<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 "Premises Licence" document on website	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

***Note: written approval from the committee must be obtained before alcohol is sold**

Waste Disposal: Please take your rubbish home if possible. A small amount may be put in the appropriate bins outside the hall.

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.:

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

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

**Payment can be made by cheques made payable to: Plumley Village Hall Committee or by bank transfer to: Account Name: Plumley Village Hall Committee
Sort Code: 60 12 30
Account No: 06688527**