

EST. 1954  
**PLUMLEY VILLAGE  
HALL**



Plumley Village Hall  
**Hiring Agreement –Children’s Party Hire**

This agreement is made on 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 5:

1. **Date of Hire:**

**Time of Entry:**  **Leaving at**

*This is the time you go into the hall until the time you lock-up & includes preparation and clearing up time. Any extra time will incur an additional charge.*

2. **Plumley Village Hall Committee:**  
Jill James, Bookings Secretary  
Email: [bookings@plumleyvillagehall.co.uk](mailto:bookings@plumleyvillagehall.co.uk)  
Phone: 0770 986 4568

3. **Hirer:**  
Name

Confirm age is over 21 Yes  No

Address:

Telephone  e-mail

4. **Hiring Fee:**

**Special Deposit (if any)**

**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

**5. Purpose of Hire to be Children's Party only, using hall, committee room, kitchen & outside garden as required.**

Please Note:

**Bouncy Castles/Other inflatables:** Should this equipment be acquired for the party it is the hirer's responsibility to ensure that it is provided by a reputable company who have appropriate insurance & provide adequate training. The hirer must ensure that the equipment is used safely & is properly supervised. The Village Hall is not responsible for any injury or accident however caused when using any bought-in equipment.

**Helium Balloons:** The gas cylinders provided by balloon suppliers must **not** be left at the Village Hall, **nor** can they be disposed of in the waste containers outside the hall. They must be taken by the hirer to the council tip where they will be accepted for recycling.

**Special Effects** including dry-ice, fireworks, lasers & strobe lights are not permitted under the terms of the Premises License.

*Please take you waste home after your party. Small amounts of clean recyclable items (bottles, cans, paper, cardboard) may be put loose into the recycling bin outside the kitchen door.*

**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 especially taking note of Section 9, Safeguarding children, young people & vulnerable adults.

**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 (email: treasurer@plumleyvillagehall.co.uk)**

**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**