Hunsdon Village Hall
REGISTERED CHARITY No 302408

HUNSDON VILLAGE HALL BOOKING AGREEMENT

PRIVATE REGULAR HIRE

This form is to be signed by both the Hirer and the Bookings Officer and a copy emailed to the hirer.

THIS AGREEMENT is made on the date (***Sect. 7***) between the VHMC and ***The Hirer*** (***Sect. 1***) named below whereby in consideration of the sum(s) mentioned (***Sect. 3 & 4***).

THE VHMC agrees to permit ***The Hirer*** to use the premises (***Sect. 3***) for the purpose (***Sect.2***) and for the period(s) (***Sect.3***) all described below.

1. Hirers Name		**Business Name**	
2. Purpose of Hire			

3. Hire Period *Please list all dates or date ranges*	**Number of sessions**	**Day of week**	**Start time** *24 hour clock*	**End time** *24 hour clock*	**Total session time**	**Part of premises hired** *please tick*				**Total session cost** *(Section 5)*
						Main Hall	**Meeting room**	**Kitchen**	**Garden**	
4. Damage Bond Payment *Select £0.00 if this is a continuing hire period*										£50.00

5. Hire Charges & Damage Bond

- Sessions must be booked in groups of a minimum of 6 concurrent sessions.
- 50% cancellation charges will apply for cancellation of any dates booked regardless of the notice given.
- A £50 bond payment must be placed in the Hunsdon Village Hall Account for the duration of the hire agreement. This will be offset against the final invoice when the agreement has ended.
- Hire charges will be invoiced quarterly in arrears with settlement due within 14 days.

Period of Hire	**Main Hall**	**Housekeeping Charge**	**Meeting Room**	**Main Hall and Meeting Room**
Mon-Fri 09:00 - 23:30	£8.00 per hour	£10.00 per quarter	£8.00 per hour	£15.00 per hour
Saturday 09:00 - 12:00	£10.00 per hour	£10.00 per quarter	£10.00 per hour	£18.00 per hour
Sunday 10:00 - 18:00	£10.00 per hour	£10.00 per quarter	£10.00 per hour	£18.00 per hour

6. Hirer Contact Details

Full Name:					
Address:					
Telephone No:		**Mobile No:**		**Email address:**	

7. Acceptance of Standard Terms & Conditions of Hire

By signing this agreement ***The Hirer*** agrees to the Terms above and has read and agrees to comply with the VHMC "Standard Conditions of Hire attached and available for download from the Village Hall Website www.hunsdonvillagehall.org. No responsibility is accepted by The VHMC of any consequential or other loss caused to ***The HIrer*** due to the imposition of these conditions.

Keys Issued	**Front Door (Fob No)**		**Rear Gate**		**Meeting Room**	
Compliance Documents Provided					**Date:**	
Signature of Hirer:					**Date:**	
Signature of Booking Officer:					**Date:**	

BACS Details: **Unity Trust Bank**, Account No: **20240947**, Sort Code: **60-83-01**, Account Name: **Hunsdon Village Hall (RCN30240S)**

CONTACT US – Email: bookings@hunsdonvillagehall.org Website: www.hunsdonvillagehall.org

***OFFICE USE**: ISSUE AUG2016-V2* *PAYMENTS RECEIVED:* OPENING/CLOSING PROCEDURES: ☐ FORM SCANNED: ☐