

Office Hours 9.15am to 5.30pm

Hire Agreement 2014

The Deposit of £100 will be held against any damage, loss or extra cleaning costs required after the event (at the discretion of the Committee) **The balance will be returned by post following the event.**

Should any damage or loss exceed the deposit I agree to reimburse the additional amount within 28 days. I also understand that as the Hirer, I am fully responsible for the Hall and contents once the keys have been handed to me.

The hire charge starts from the time the keys are collected. The keys will not be given in advance of the event unless the Hire Secretary has reason to do so.

I agree that the hire times will be strictly adhered to. Any lapse of time will incur further charges.

Note: Due to Council rules the function must end at 11.30pm and the Hall cleared by midnight. A surcharge of £50 will be made if the hire goes past Midnight. Tables and Chairs must be wiped and stacked neatly as directed in the store. The hall is to be swept and left as it was found. Refuse sacks must be placed in the large external bin. All lights turned off (external ones are timed)

This form is to be signed and returned to **Mrs Greeves, Pensilva, Bell Lane, WD5 0QS** together with the deposit, before a firm booking can be made. All hire charges if paying by cheque must be received at least 2 weeks in advance of the hire date, or by cash on the day of the hire.

Please make cheques payable to “ **BEDMOND VILLAGE HALL** “

RETURN ONLY THE COMPLETED SECTION BELOW

Hire Agreement

Name (Full name)

Address.....
.....

.....post code.....

Tel No.....
....

Apply to hire the hall forgive function details

On Hire date

From.....

To.....

Agreed Charge..... Plus Deposit of £100(returnable)

Estimated Attendance isN.B The maximum persons is 150

I have read, understood and agree to abide by the Hire Conditions.

Signed

.....date.....

How did you hear of the Hall

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Please return this form within 2 weeks of receipt or the booking will be cancelled.