HIRING AGREEMENT BETWEEN BRICKLEHAMPTON, ELMLEY CASTLE AND NETHETON VILLAGE COMMUNITY HALL MANAGEMENT COMMITTEE AND……

Name of person responsible for organization……..
(MUST BE A HOUSEHOLDER)

Address……..

Telephone Number & E-mail……

Rooms Required……

Day Required……

Times Required……

Agreed price (including metered services……..

THIS HALL IS A NO SMOKING AREA AND A RECEPTACLE CAN BE FOUND BY THE FRONT ENTRANCE FOR CIGARETTE BUTTS.

1. As this is a multi-use building, rooms not requested for hire will be kept locked. If the Main Hall and the Committee Room are hired by different organisations the connecting doors will remain locked. Users are requested to respect other hirers, i.e. noise levels, etc.
2. **Meters-**(for lighting, heating and kitchen facilities) – **HEATING IS NOW INCLUDED IN THE PRICE**
3. Due to Village Hall electrical equipment the stage area is "**OUT OF BOUNDS"** unless by prior agreement.
4. Where two organisations are using the hall at the same time, kitchen facilities will be shared.
5. The Main Hall/Committee Room **floors** are wooden and therefore must not be washed. If hirers are playing games or running around on the wooden floors, white soled shoes are required. Before leaving, please sweep floors with scissor sweeper/duster and remove any marks with a nearly dry cloth. Spills must be wiped up immediately. Under no circumstances apply water directly to the wooden floor.
6. **Curtains** – operate with a pull cord situated on the right hand side of each pair of curtains. Do not attempt to open or close them other than with these cords.
7. **Please leave the building in the same clean and tidy condition as you find it**. If you do not, a minimum of £20 of your deposit will be forfeit at the discretion of the Management Committee.
8. All breakages or damage must be reported and paid for.
9. All rubbish must be taken home by the hirer, otherwise £5 of your deposit will be forfeit.
10. Conditions of letting to be observed.

IF KEY IS NOT RETURNED PROMPTLY £5 WILL BE CHARGED **P.T.O.**

THE MANAGEMENT COMMITTEE IS NOT RESPONSIBLE FOR THE PROPERTY OR PERSONAL EFFECTS OF ANY PERSON USING THE HALL OR ON THE PREMISES AT ANY TIME. PLEASE BE AWARE THAT THIS IS A MULTI-USE HALL AND TAKE APPROPRIATE SECURITY PRECAUTIONS WITH YOUR OWN AND VILLAGE HALL PROPERTY.

The Village Hall key is obtainable from Mrs. Jeanette Smith, Brookside Cottage, Main Street, Elmley Castle, Pershore, Worcs. WR10 3HS Tel: 01386 710511. Please return promptly. E-mail: johnjeanettesmith@btinternet.com

I have observed the Terms and Conditions of Hiring, the Special Conditions of Hiring and the conditions on this Hiring Agreement and agree to abide by the rules.

Signed……

Please sign and return one copy to Mrs. Jeanette Smith at the above address.

PLEASE NOTE

Cars are to be parked at the front of the hall in the designated spaces or in the car park at the back of the building. Under no circumstances must cars be parked on the access drive at the side of the hall. It is the responsibility of the hirer to make sure that this area is kept clear at all times.