

Hambridge and Westport Village Hall – Hire Agreement

This agreement is made between the Committee and the Hirer named below who must be over 25 years old, as per the details below. The Committee agree to permit the Hirer to use the premises for the purpose and the period described below:

1	Committee	Hambridge and Westport Recreation Trust (HWRT)																					
2	Hirer	Name: Address: Telephone: _____ E-mail: _____ Is the hirer resident in Westport or Hambridge? YES/NO <i>(please indicate)</i>																					
3	Premises and equipment hired	<table border="1"> <tr> <td><input type="checkbox"/></td> <td>Main Hall only</td> <td><input type="checkbox"/></td> <td>Evening Party Package (including bar & kitchen)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Committee Room only</td> <td><input type="checkbox"/></td> <td>Wedding Package (including bar & kitchen)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Upstairs Room only</td> <td><input type="checkbox"/></td> <td>Ovens</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Kitchen (teas, coffee, cake)</td> <td><input type="checkbox"/></td> <td>Stage</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Kitchen (full use including oven)</td> <td><input type="checkbox"/></td> <td>Crockery – Please advise number and type of dinner plates, side plates and side bowls.</td> </tr> </table> Please note: All damages must be paid for		<input type="checkbox"/>	Main Hall only	<input type="checkbox"/>	Evening Party Package (including bar & kitchen)	<input type="checkbox"/>	Committee Room only	<input type="checkbox"/>	Wedding Package (including bar & kitchen)	<input type="checkbox"/>	Upstairs Room only	<input type="checkbox"/>	Ovens	<input type="checkbox"/>	Kitchen (teas, coffee, cake)	<input type="checkbox"/>	Stage	<input type="checkbox"/>	Kitchen (full use including oven)	<input type="checkbox"/>	Crockery – Please advise number and type of dinner plates, side plates and side bowls.
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4	Purpose of hiring																						
5	Period of hiring	Date(s) and Time(s) From: _____ To: _____																					
6	Hiring fee	Fee: £ _____ Less deposit: £ _____ Balance: £ _____ NOTE: Balance due prior to, or on the date of the event																					

All alcohol must be supplied by the HWRT and no outside bars are allowed. On Saturdays, the bar shutters will close at 23:30 hrs. Functions must conclude at midnight with a further 30 minutes allowed for clearing up and vacating the premises. Public liability insurance is provided but the Hirer must make themselves aware of the published Hirers Public Liability Extension and accept Public Liability Summary of Cover which is held on the village web site www.hambridgeandwestport.org and displayed in the Village Hall. For organisations using their own insurance, a copy must be provided to HWRT.

The Hirer: Agrees with the Committee to observe and perform the provisions and stipulations contained in or referenced by the HWRT Hire Terms and Conditions.

Signed: Bookings Secretary (HWRT) Date:

Signed: Hirer Date:

Bank payment details: Please use your Name and booking type as the payment Reference.

Account Number: 20469757 (Hambridge and Westport Recreation Trust) Sort Code: 60-83-01