

# North Marston Village Hall Hiring Agreement

Name of Hirer.....

Address.....

.....Telephone Number.....

Nature of Function.....

Date and Time of Function.....

Rental Charge..... Returnable Deposit.....

**All events must finish by 12.00 midnight. Maximum Capacity: 100 persons**

**Please note that the Village Hall is a No Smoking area.**

**Rent and/or deposit to be paid at least seven calendar days prior to the event to secure the booking.**

Keys to the hall **will not be handed over** if the deposit and rent have not been paid in full.

The Hirer will, during the period of the hiring, be responsible for:

- Supervision of the premises, the fabric and the contents, their care and safety from damage however slight. Adhesive tape is not to be used on painted surfaces.
- The behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking so as to avoid obstruction of the highway.
- The fire safety of the building, familiarity of fire exit routes and the informing of all persons using the hall of these exit routes and all fire safety provisions during the period of hire. The hirer must nominate a person to be responsible to ensure the safe exit of any disabled people using the hall, through the appropriate fire exit route (Front Door)

The Hirer shall not sub let or use the premises for any unlawful purpose nor do anything or bring onto the premises anything which may endanger any insurance policy nor allow the sale of alcohol without first applying for a licence.

The Hirer shall indemnify the committee for the cost of repair of any damage done to any part of the property including the surrounding area or the content of the building which may occur during the period of the hiring or as a result of the hiring.

At the end of the hiring the Hirer shall be responsible for:

- Turning off the heating if so instructed
- Toilets to be left flushed and clean, kitchen left clean and tidy
- All floors to be swept and left in a clean and tidy condition
- Turn off all lights (including the outside light above the front porch)
- Properly lock and secure all doors and windows
- Any contents temporarily removed from their usual positions properly replaced  
Otherwise the Committee shall be at liberty to **retain part or all of the deposit.**

In the event of the hall being rendered unfit for the use for which it has been hired the committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.

I have received a copy of the hiring agreement and agree to adhere to the above terms and conditions. I agree to abide by the conditions of the Public Entertainment Licence (copy available on request)

Signed.....

Date.....