

## Messing Village Hall Hire Agreement

Website [www.messingvillagehall.org.uk](http://www.messingvillagehall.org.uk)

Email [hiringmanager@messingvillagehall.org.uk](mailto:hiringmanager@messingvillagehall.org.uk)

Phone 07939 015002

Postcode of Messing Village Hall CO5 9TN



Registered Charity 301367

### HIRER DETAILS

Name / organisation	
Address	
Postcode	
Email address	
Phone number(s)	

### EVENT DETAILS

Date of hiring*	
Start and finish times (to include setting up times)	Start Finish
Total hire hours	
Purpose of hire	
Are you a regular hirer? (yes/no)	
Commercial use (yes/no) <i>If yes, please confirm that you have public liability insurance</i>	
Will tickets be sold (yes/no)	
Will alcohol be sold (yes/no)	

**\*Regular hirers** Please state the day and frequency of your hire. The terms of this signed agreement will also apply to any additional hirings that you require. For these events, times and dates **MUST** be emailed separately to the Bookings Manager. There is no need for a new form, but these hirings can only take place once the Bookings Manager has confirmed by email.

Requirement just give ✓ or x)

Main Hall	
Meeting Room	
Kitchen	
Amplifier	
Projector / screen	

## Payment

Current hire charges can be found on our Village Hall website. In exceptional circumstances, one-off hirers may be asked for a returnable damage deposit cheque of £500. Payment for the hiring can be either by bank transfer (Account details are Barclays Bank sort code 20-97-40 account 70631116) or by cheque (payable to Messing Village Hall).

Regular hirers should state below the details of how they make their payment.

**My total hire fee (excluding damage deposit) is -**

The completed form should be returned by email or post to the Bookings Manager.  
10 Messing Green, School Road, Messing, Colchester CO5 9GD

[hiringsmanager@messingvillagehall.org.uk](mailto:hiringsmanager@messingvillagehall.org.uk)

***No hiring can be confirmed until this document is returned.***

**In consideration of the hire fee, the Messing Village Hall Committee agrees to permit the applicant(s) to use the premises for the period and purpose of the event. Signing or signifying agreement below certifies that the hirer is aware of the General Conditions of Hire. The Committee will assume that anyone signing the Hire Agreement has the authority to do so.**

**I have read and agree to adhere to the General Conditions of Hire and Instructions for Hall Users as set out in the separate documents.**

**I have read and understood the Health and Safety, the Equal Opportunities and the Children and Vulnerable Adults Policies on the Messing Village Hall website.**

**Signed**

**Date**

Committee member signature (on return of form)