

Messing Village Hall Hire Agreement

Website www.messingvillagehall.org.uk

Email hiringmanager@messingvillagehall.org.uk

Phone 07748865973 or 07745391417

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 / clearing 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 Hiring Manager. There is no need for a new form, but these hirings can only take place once the Hiring Manager has confirmed by email.***

REQUIREMENTS (just state yes/no)

Main Hall	
Meeting Room	
Kitchen	
Amplifier	
Projector / screen	

PAYMENT INFORMATION

Once this booking form has been completed and signed, please email to hiringmanager@messingvillagehall.org.uk or post to The Hiring Manager, 10 Messing Green, Messing, Colchester, Essex CO5 9GD. The booking details and cost will then be confirmed and payment method agreed.

- For one off hirings, an invoice will be sent requesting payment in advance to secure the hall. The hire fee includes a 20% non returnable deposit. An additional breakage deposit may be required for some hirings to be agreed with the Hiring Manager.
- For regular hirings, an invoice will be sent for payment in arrears at the end of each month unless otherwise agreed.

The preferred method of payment is by bank transfer. However, cheques can be processed if required. The bank account details are provided on the invoice.

Please be aware that a hiring cannot be confirmed until this document has been completed and returned to the Hiring Manager.

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