

**CHUDLEIGH KNIGHTON VILLAGE HALL
HIRE AGREEMENT**

This agreement is made between the **Chudleigh Knighton Village Hall Committee** and the **Hirer** to use Chudleigh Knighton Village Hall for the purpose and the period described below.

Hirer Name/Organisation.....

Address.....

.....

.....

Postcode.....Tel: no.....

Purpose Of Hire.....

Room Requested: **Main Hall** **Garden room** **Old Library room**
(please tick as required)

Period of Hiring

Day / Date	Start time	Finish time	Total number of hours.

Please use continuation sheet for block bookings (see overleaf). Only full hrs. can be booked.

Total cost of hire £

◆ **Please enclose payment with booking form and post booking form through letterbox at the front entrance** (cheques should be made payable to "Chudleigh Knighton Village hall)

◆ **The Booking Secretary can be contacted on 07791 695027**

◆ **The management committee will take seriously any breaches of the hire agreement or health & safety policy**

Name of person responsible

(Block capitals).....

(Signature)..... Date.....

THERE IS A DESIGNATED SMOKING AREA; SMOKING ANYWHERE ELSE ON THE VILLAGE HALL PREMISES WILL BE TAKEN AS A BREACH OF BOOKING POLICY.

Insurance

The condition of hire states that your organisation should be appropriately insured.

- Please confirm you have public liability insurance Yes NO
- Name of your insurers.....
- Date of confirmation of being insured

Hire Charges

Main Hall

£8.50 ph Chudleigh Knighton Groups & Residents (From 1st January 2013)

£12.50 ph outside organisations (From 1st January 2013)

Committee Rooms

£5.00 Ph

The above charges include electricity and heating

All payments to be received at time of booking

- ◆ **All booking fees to be sent to The Village Hall with booking form.**
- ◆ **Hire charges are reviewed annually by the management committee**

The Hirer Agrees

- ◆ To be present during the hire of the hall.
- ◆ Time is allowed of ½hr before and after your event to set up clear away tables and chairs. ***This time cannot be used as part of your booking.***
- ◆ To ensure your event is appropriately insured.
- ◆ **To adhere to the no-smoking policy**
- ◆ To ensure that the hall is used for the purpose stated on the booking form.
- ◆ Numbers of persons attending do not exceed 100
- ◆ To leave the hall in a clean and tidy condition (*see check list below*)
- ◆ That recompense will be made to the management committee for any damage to the hall during its use.
- ◆ Adhere to the village hall health and safety policy
(A copy is kept with the Incident book by the first aid box).
- ◆ To be respectful and considerate of other premises users.
- ◆ To make themselves aware of the evacuation procedures of the premises.
- ◆ To make themselves aware of the licensing conditions of the hall and to adhere to the conditions.
- ◆ No music is to be played outside.

The Village Hall Management committee reserve the right to enter all events where they believe there is a breach of the halls' policies.

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End of session checklist

- 1. Empty all internal bins (remember to recycle)**
- 2. Check tea urn and cooker is turned off** (*Please ensure tap on urn is locked*)
- 3. Check that all electrical appliances are turned off**
- 4. Check toilets are clean and tidy**
- 5. Brush floors**
- 6. Stack tables in trolleys (10 per trolley) and place chairs (Chairs must not be stacked more than *Five high*), in the side room**
- 8. Close all internal doors**
- 10. If garden is used check for litter**

PLEASE KEEP THIS COPY

Contact details: Booking Secretary, Tamsin Crossland

Email: Bookings@chudleighknighton.com

Tel: 07791 695027

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