

# Stanton Drew Parish Hall Hiring Agreement

Please complete and return to: Andrew Vickery . Email: [bookings@stantondrewvillagehall.co.uk](mailto:bookings@stantondrewvillagehall.co.uk)

## DETAILS OF HIRER

**Name:** (Must be over age 21 and present throughout the hire)  
Click here to enter name.

**Other Contact Info or notes :** Click here to enter text

**Email Address** Enter your Email here.

**Contact number (s)** Click here to enter number.

**Contact Address:**

## PERIOD OF HIRE / EVENT AND PURPOSE

**Please enter Date AND TIME of the HALL HIRE:**

**Number of people expected** enter approx. number

**Date** Click to enter a date. **TIME** FROM / TO

**Nature of event** Please describe the event

**Enter the running time of the Event: TIME** FROM / TO  
Tick if the event open to the general public

**Will Alcoholic drinks be served**  **and will they be for sale**   
**Live Music**  **Dancing**  **Recorded Music**  **Theatrical**

\*Written permission is required from the management committee through the booking clerk for a bar to be provided: or for a Temporary Event Notice to be given for the event. (The Hirer is responsible for obtaining the licence and providing a copy of it ).

**FACILITIES REQUIRED** - please see the website for details - [www.stantondrewvillagehall.co.uk](http://www.stantondrewvillagehall.co.uk)

**Which of the following facilities do you require:** (please complete the rooms you need, the other items can be amended if necessary later )

**Main Hall** £13 / Hour  **Upstairs Conference Room** £10 / Hour  **Bar**  **Kitchen**  **Car Park or paddock**

**Is food to be provided? (other than snacks)**

**Will you use the oven/hob**

**Dishwasher**

**Audio facilities**

**Projector/screen**

**How many trestle tables**  
Number

**How many Infants tables / chairs**  
Number / Number

## Fees/Deposit

The current rate to hire the main hall is £13 per hour which must include set up time. A £20 deposit is required at the time of booking with the balance payable within 14 days of the booked date. A discretionary security deposit of at least one third of the hire fee may be required on booking and will be refunded within 28 days of the period of hire provided no damage or loss has been caused to the premises and/or contents nor complaints made to the Village Hall about noise or other disturbances during the period of hire as a result of the hiring. Neither deposit is refundable due to cancellation. After submission of this booking form, the treasurer will contact you with an invoice and bank payment details. Regular repeat bookings are discounted, please get in touch for details.

**I calculate that the charge based on my required hire times should be** £ Enter amount. **I await an invoice and payment details from the treasurer.**

## Declaration

I accept and understand the "Standard conditions of hire" and have received a copy to retain. I agree to be present throughout the hiring and to comply fully with this hiring agreement. If there will be any entertainment during the hiring which is regulated by the Premises Licence, I agree to be the person nominated as the person responsible and I accept personal responsibility for the observance of its terms and conditions. I agree to make full payment of all hire charges before the event takes place.

**Signed by the hirer.** Enter here **Date** Enter date.

**THE HALL IS TO BE LEFT CLEAN AND TIDY AND ALL RUBBISH AND RECYCLING IS TO BE REMOVED FROM THE PREMESIS**