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| Parties |
| Between | Hyde Heath Village Hall Management Committee |

|  |  |
| --- | --- |
| Hirer |       |

 If an Organisation state authorised representative as the hirer.

|  |  |
| --- | --- |
| If an Organisation |       |

 State the name of the organisation.

|  |  |
| --- | --- |
| Address |                      |

|  |  |
| --- | --- |
| Telephone Number |       |

|  |  |
| --- | --- |
| e-mail |       |

|  |  |
| --- | --- |
| Date(s) Required |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Time Required From |       | Number of Hours |       |
|  | The number of hours must include the time to set up and clear away. |
| Purpose/description of hiring |       |

|  |  |
| --- | --- |
| Will alcohol be sold at the event? |       |

|  |  |
| --- | --- |
| If Yes, has a Temporary Event Notice been approved or applied for with Chiltern District Council? |       |

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| --- | --- |
| Hire Charge | £       |

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| --- | --- | --- |
| Security Deposit | £200 | The security deposit will be refunded within 7 days provided that no damage or loss has been caused to the hall or hall equipment. |

The hire charge and security deposit should be separate cheques made out to “Hyde Heath Village Hall”.

The hirer hereby accepts the conditions of hire, available at <http://www.hydeheathvillagehall.co.uk/hiringHall.php>

The hirer agrees not to exceed the maximum permitted number of 150 people

The hirer agrees to be present during the hiring and to comply fully with the hire agreement.

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| Signed by the Hirer |
| Name/Signature      As the hirer I have read and accept the conditions of hire  (electronic drop down box) Yes/No delete if written by hand.Date       |

For submission by e-mail using this form, the name inscribed above acts as a signature.

|  |  |
| --- | --- |
| Booking Secretary | Nikki Barton |

|  |  |
| --- | --- |
| Address | The ManseHyde Heath ChapelBrays Lane Hyde HeathHP6 5SN |

|  |  |
| --- | --- |
| Telephone Number | 01494 775047 |

|  |  |
| --- | --- |
| e-mail to  | booking.hhvh@gmail.com |

HHVH use only

|  |  |
| --- | --- |
| Confirmation on Calendar |  |
| Confirmation to Hirer |  |
| Cheque sent to the Treasurer |  |
| Deposit Cheque retuned to the Hirer |  |