**HIRE AGREEMENT**

|  |  |
| --- | --- |
| Name/Organisation: |  |
| Official Representative (if applicable): |  |
| Address: |  |
| Telephone Number: |  |
| Email Address: |  |
| Date of Hire: |  |
| Area of Hire: |  |
| Start time of Hire: |  |
| **Please note that you automatically have a half hour before and after your booking added free of charge for entry and departure from the hall that may overlap with other hirers. If you require additional set up or close down time please book additional hours as the hall may have further bookings on the same date and earlier or later access may not be available.** | |
| End time of Hire: |  |
| Purpose of Hire: |  |
| Hourly rate for hire period: |  |
| Total hire cost: |  |
| Payment Terms | Payment is required for all booking periods in advance of the event. Bookings are not guaranteed until payment is received. Payment details are:  Name of Account: Milford Village Hall Management Committee  Account Number: 00229298  Sort Code: 30-93-49 |
| Use of inflatable (including bouncy castles)  (please delete as applicable) | I/We will/will not be using an inflatable during this booking period.    If an inflatable is to be used I understand that appropriate insurance documentation must be provided prior to the booking period. |
| License  (please delete as applicable) | I/we confirm that a license is required for our event and that I/we will apply for this prior to the event and a copy will be provided to the Bookings Manager prior to the booking period. |
| Use of Animals | We request that animals attend the village hall as part of our booking. We understand that written permission will be required in advance and specific conditions may apply. Without this written permission animals are not permitted as detailed in our Conditions of Hire.  Type of animal: …………………………………..  Approximate numbers of animals: …………….. |

It is the intention of Milford Village Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations. Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement, the Health & Safety Policy and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

I confirm that I have read and understood the Conditions of Hire for Milford Village Hall.

Signed …………………………………………… Date …………………………………………..

Company/Organisation ……………………………………………………………………………..

(if applicable)