



# Westbury-sub-Mendip Village Hall

Charity No. 274149

## Hiring Agreement

THIS AGREEMENT is made on the date D (2) below between the VILLAGE HALL COMMITTEE and the HIRER (2) named below whereby in consideration of the sums(s) mentioned (3) :

1. Send completed form to Peter Bright (Acting Booking Clerk)  
 ORCHARD HOUSE, LYNCH LANE, WESTBURY-SUB-MENDIP, BA5 1HW  
 Tel No: 01749 870640 e-mail: [peterbright60@btinternet.com](mailto:peterbright60@btinternet.com)

2. HIRER

a. Organisation .....

b. Authorised representative (organizer) .....

Address.....

.....

Tel No: ..... e-mail address: .....

3. HIRING FEE To be filled in by booking clerk as agreed with Hirer. A deposit may be asked for.

Hire Fee	£	.....	
Less Deposit	£	.....	
Balance	£	.....	Payable on or before the conclusion of the event for which the hall is being hired. <b>Cheques to be payable to Westbury Village Hall.</b>

4. PREMISES: Whole of the Village Hall Do you want to use the White Crockery/ Cutlery? .....  
 (This belongs to the Friendly Society and its use is by donation of £10 to them.)

5. PURPOSE of Hiring .....

6. PERIOD of Hiring : Date(s) ..... (First date then .....

Put subsequent dates for regular booking on separate sheet. Attached / not attached (delete as app.)

Time (from and to)..... (Public hours)

Preparation/Clearing up times .....

A. THE HIRER agrees with the COMMITTEE to observe and perform the provisions and stipulations contained and referred to in the Committee's 'Standard Conditions of Hire' for the time being in force as annexed hereto (an understanding of which the HIRER acknowledges) together with the special conditions set out in the Schedule overleaf.

B. ALCOHOL Will you be applying for a Temporary Event Notice ( called a TEN) to sell ALCOHOL ? YES / NO.  
 Please circle  
 See overleaf for more information about TENs and how to interpret the word SELLING in this context.

C. THE VILLAGE HALL COMMITTEE agrees to permit the hirer to use the premises (4) for the purpose of (5) and for the periods (6) all described above. Subsequent bookings may be made in list form on ordinary paper. The form and other sheets will be returned signed as confirmation of booking. Any changes of organizer need to be done on a new form.

D. Signed (1) .....Hirer Dated : .....

Signed (2).....The Booking Clerk. Dated .....