



Woodley Village Hall, School Road, Romsey  
 Woodley Village Hall Association is a registered charity No. 290394  
 Contact: Florence Garland Tel: 01794 523473  
 Email: wvha\_1@hotmail.co.uk

### Hiring Agreement

Name of Organisation :

Contact Details:

Name 1 : .....	Name 2 : .....
Tel : .....	Tel : .....
Contact Address: .....	
.....	
.....Email: .....	

Requirements:

Date:	Time: From	To	
Crampmoor Room:	Woodley Room (Hall):	Ganger Room:	All Rooms:
Frequency: Once	Weekly	Monthly	Other

Hire Fee & Deposit: (Please note that the Fee quoted is current. Fees are reviewed annually)

Fee £*	Deposit £
--------	-----------

Purpose:  Do you intend to have or sell Alcohol (to sell you will need a temporary license)?

Approx No attending:	Have: <input type="text"/> Sell: <input type="text"/>
Over 18: <input type="text"/>	Under 18: <input type="text"/>

**AGREED** as follows:

In consideration of the hire fee described in above, the Village Hall Association agrees to permit the Hirer to use the Village Hall for the purpose set down above and for the period(s) described. These details are terms of this agreement. This Hiring Agreement includes the annexed Standard Conditions of Hire and is made under the following conditions:

**Deposit** - The deposit is payable within 7 days of the date of the letter. The booking will be held for this 7 day period during which a signed Hiring Agreement and a deposit cheque should have been received. The booking will not be guaranteed if the signed Hiring Agreement and the deposit cheque are not received within this period.

**Booking Fees** - Booking fees are payable within 28 days of the date of the invoice. However, for casual users where a booking is made less than 28 days before the period of hire, payment is required in full with the return of the signed Hiring Agreement.

**Refunding of Deposit** - The deposit will be refunded within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents, rooms have been left in good order and no complaints made to the Hall's Management Committee about noise or other disturbance during the period of the hiring as a result of the hiring.

**Cancellation** - Cancellation of bookings shall be subject to the conditions in the Standard Conditions of Hire.

**Presence of Hirer** - The Hirer shall be present during the hiring and shall comply fully with this Hire Agreement. When the named Hirer is not proposing to be present during the hiring, notification of an assigned deputy is required which shall specify the date/dates for which this applies. Written permission must be obtained from the Booking Secretary in advance of the hiring date. The deputy must be fully appraised of his/her responsibilities, but ultimate responsibility shall stand with the Hirer, including payment.

**Subletting** - The Hirer shall not sublet the hired premises or any part thereof without written permission of the Halls Management Committee. Should there be an attempt to do so the hiring shall stand cancelled, the charges made forfeited and the hirer excluded from the premises.

I have read and accept the above Conditions and the Standard Conditions of Hire and also agree to abide by any special conditions communicated to me. I am over 18.

Signed ..... Date: .....