

Cowbit Village Hall Hiring Agreement

Complete both copies of the form and send one back together with your deposit to the address shown below

A. The COMMITTEE agrees to permit the HIRER to use the premises for the purposes and periods as listed below.

1. Dates Required

Date	Month	Year

No of hours
 cost per hour

2. Time Required

Time key to be collected		(See note 1.)
Time Function is to commence		
Time Function is to finish		
Time key will be returned		

4. Fees

Hiring Fee		(See note 2.)
Deposit		
Cleaner fee		
Balance to pay		

2 weeks prior to event

"BOND" (See note 3.)

3. Purpose

Nature of Function

Is the Hire for commercial use?	Yes	No
Estimated number attending		
Is the function public or private?		
Is Music to be provided at the Function?	Yes	No
Will alcohol be on sale?	Yes	No

5. Hirer

Name of Individual
 Organisation (if applicable)
 Address
 Email
 Telephone Number

ALL DRINKS TO BE SERVED IN PLASTIC GLASSES

(please read Paragraph 3 of terms and conditions overleaf)

- B.**
1. The HIRER agrees with the COMMITTEE to be present during the hiring and to perform the provisions and stipulations contained or referred to in the "Terms and Conditions of Hire"
 2. The HIRER agrees that if alcohol is to be sold or supplied during the function that the HIRER will do so in accordance with the approved Licence.
 3. The HIRER agrees to read and follow the Fire Instructions and Emergency Plan as detailed in the Hall.

Signed by Hirer (person's signing must be over 18)

Print Name

Date

Signed by Cowbit Village Hall Committee

Print Name

Darren Harper

Date

Please return completed form to the highlighted contact below:-
 Mr Darren Harper, 1 St Marys Gardens, Cowbit, Spalding, Lincolnshire, PE12 6XJ (01406 380774)
 or bookings@cowbitvillage.co.uk

Notes

ALL FUNCTIONS ARE TO FINISH BY MIDNIGHT ON SATURDAY, 1AM ON FRIDAY AND BY 11.30PM ON ALL OTHER NIGHTS

Please make your cheques payable to "Cowbit Village Hall"

1. The collection/return of the key is with Darren Harper (1 St Marys Gardens, Cowbit, PE12 6XJ Tel.No. 01406 380774) via a keybox
2. The HIRER shall pay as deposit £15.00 to confirm the booking. The balance of fees and or BONDS being payable on or before two weeks prior to the function for which the Hall is hired (the deposit having been paid on the signing thereof) Refer to section 15 & 16 of Terms and Conditions
3. A BOND of £100 is required for all events at which alcohol is provided, and £200 for 18th/21st birthday parties. This BOND will be refunded within 14 days of the termination period of hire provided that no damage or loss has been caused to the premises and/or contents during the period of the hiring as a result of the hiring.

[visit our website at cowbitvillage.co.uk/village-hall](http://cowbitvillage.co.uk/village-hall)