

HIRE AGREEMENT

THIS AGREEMENT is made between the **BRAISHFIELD VILLAGE HALL MANAGEMENT COMMITTEE** and the **HIRER** named below. In consideration of the sum(s) mentioned, **THE COMMITTEE** agrees to permit the **HIRER** to use the premises listed, for the purpose and for the period(s) described below and under the Terms and Conditions of Hire attached.

HIRE DETAILS

Hirer's name: _____ **Hire date(s):** _____

Organisation (if applicable) _____ **Premises** _____

Address: _____ **Hours** _____

Purpose _____

Telephone _____

PAYMENT DETAILS

Item	Amount £	Notes
a. Hire Fee*		
b. Other		
c. Total fees (=a+b)		Total cost of hire, unless there are breakages or other charges (see (f) below).
d. Deposit		Non-returnable deposit** to be remitted with this signed document to secure the booking.
e. Balance of Fees (= c-d)		
f. Insurance Payment to be included as a separate cheque which will be returned to the Hirer no later than 28 days following the end of the hire, less any sums (to be determined by the Committee) in respect of damage, or breach of any of the contract terms detailed on the Terms and Conditions of Hire.		THESE TWO SEPARATE PAYMENTS** must be received by the Committee no later than fourteen days before the Hire Date, i.e. on:

* Hire fee does not include heating charges which are payable separately via meter at time of hire

** Please make all cheques payable to **Braishfield Village Hall**.

SIGNATURES

HIRER

I declare that the information given above is complete and accurate and I agree to be bound by the attached Terms and Conditions of Hire.

Signed

Name (please print)

Date

COMMITTEE'S AUTHORISED SIGNATORY

Signed

Name (please print)

Kate Knight –Bookings Secretary

Date