

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)		THESE TWO SEPARATE PAYMENTS** must be received by the Committee no later than fourteen days before the Hire Date, i.e. on:
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.		

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

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

SIGNATURES

HIRER	COMMITTEE'S AUTHORISED SIGNATORY
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
Signed	
Name (please print)	Name (please print) Kate Knight –Bookings Secretary
Date	Date Thursday, 19 July 2018

Please sign and return one copy to: The Bookings Secretary, Braishfield Village Hall, Braishfield, Romsey, SO51 0PN Registered Charity No 1172015

We are committed to ensuring that all hirers details are protected and the hall complies with the General Data Protection Regulations (GDPR) 2018. Personal data that is provided via this hiring agreement form, emails or texts is only used for the purpose of the hire of the hall.

Information will never be passed on to third parties without the owner's permission