

URCHFONT VILLAGE HALL HIRE AGREEMENT

CHURCH LANE, URCHFONT, DEVIZES, WILTS SN10 4QT

This agreement is made between The Urchfont Village Hall Management Committee and the Hirer named below to allow the hirer to use the Hall for the purpose and during the period described below subject to Standard Conditions of Hire.

Hirers Name _____

Organisation (if applicable) _____

Date(s) of Hire _____ Purpose _____

Time of Hire (to include preparation and clear up time) access at _____ a.m./p.m.

leaving at _____ a.m./p.m.

Facilities required:

Hours

Cost

Main Hall

+ Main Kitchen (£10 charge)

Yes/No

Conference Room

Both rooms

Licence for Cash Bar

Yes/No

Deposit for large parties (£100)

Yes/No

There is no additional charge for the following items but prior notice is needed. Please tick if required: WiFi ___ Projector/screen in Main Hall ___ Keyboard ___ Microphone ___ TV Screen (can be linked to a computer) and screen in Conference Room ___ Use of small kitchen in Conference Room ___ Late extension until 1.a.m. (£40) ___ It is possible to hire crockery (£20 breakages deposit required), tables/chairs, parking for an external event: **Yes/No**

Details: _____

Address _____

Postcode _____

Telephone _____ **Email** _____

Hirers Signature _____

Booking Secretary's signature _____ **Date** _____

I have read the Conditions of Hire (www.urchfont-pc.gov.uk/community/village_hall.aspx) **Yes/No**

Please return this form to: Gill Durbin, 2 Townsend Cottages, Townsend, Urchfont, SN10 4RR.