

HIRING AGREEMENT – MEMORIAL HALL/MEETING ROOM

This Agreement is made on theand between the Memorial Hall **Committee** (1) and the **Hirer** (2), whereby in consideration of the **Purpose of Hire** (3), the **Period & Room(s) of Hire** (4) and the **Hiring Fee** (5):

1. The **Committee** agrees to permit the **Hirer** to use the Hall/Meeting Room for the purposes, period and fee specified below:

1. Authorised representative(s) of the **Committee**:
2. Name and address of the Hirer/Authorised Representative/Organisation:
.....
Tel No:.....
3. Purpose of Hire:.....
4. Is the sale of alcohol planned? ...Yes/No.....
5. Period & Room(s) of Hire: . Hall: Meeting Room: Date(s):
..... Time: Start: Finish:
6. Is the PA system hire required (£40per event)?... Yes/No....
7. Hiring Fee (+ £250.00 refundable deposit if applicable)

Rate: Total:

Payment is due at least one week prior to 1) the hiring date or 2) the first hiring date of a regular hiring Cheques payable to: Wardington Memorial Hall
BACS payment details: Lloyds TSB Bank plc - Sort Code: 30-90-42 – Account No: 00131960

2. The **Hirer**, not being a person **under 21 years of age**, agrees with the **Committee** to be present during the **Period of Hire** and acknowledges receipt of the **Conditions of Hire** for hiring and undertakes to comply with the **Conditions of Hire**. It is hereby agreed that the **Conditions of Hire** form part of the **Hiring Agreement**.

The **Hirer** acknowledges that they are familiar with the following matters: the action to be taken in the event of a fire; the location of fire doors and emergency exits; fire escape fastenings; fire extinguishers and other fire fighting materials located within the Memorial Hall.

The Hirer further undertakes to check on entry to the Memorial Hall that: all emergency exits are unlocked and panic bolts are in good working order; all escape routes are free of obstructions and can be easily used; emergency exit signs are illuminated as appropriate; there are no obvious fire hazards in the Memorial Hall.

3. The **Hirer** is required to make arrangements with the representative of the **Committee** for access to the Memorial Hall at least 48 hours prior to the commencement of the event.

As **Witness** the signatures of the parties hereto:

Person named at (1) above on behalf of the **Committee**:

.....
Person named at (2) above. I agree to acknowledge the **Conditions of Hire** for hiring the Hall/Meeting

Room and the **Hiring Fee**:

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