



Registered charity no. 1054017

LANDFORD VILLAGE HALL – HIRING AGREEMENT

1. This Agreement is made between Landford Village Hall (registered charity 1054017) and the Hirer.
2. The authorised representative of Landford Village Hall is Lyn Bennett, Booking Secretary, telephone 01794 390537 or 07774 473748.
3. For the purposes of this Agreement, the term Hirer shall mean an individual hirer, or where the Hirer is an organisation, the authorised representative. Where an organisation is named in the Hiring Agreement, that organisation shall also be considered the Hirer and shall be jointly and severally liable with the person who signs the Hiring Agreement.

Name:	
Organisation: (if applicable)	
Address:	
Telephone number:	
Mobile number:	
Email address*:	

**By providing an email address the Hirer agrees to Landford Village Hall Management Committee using it for communications regarding the hire of the Hall*

4. Premises and Hiring Fee:

The premises comprise Landford Village Hall, Lyndhurst Road, Landford, Wiltshire, SP5 2AE. The hire rate is calculated by the choice of room as indicated below. The current hire rates are:

Premises	Hiring Fee (£/hour)	Please select
Main Hall*	15	
Preston Room	10	
Blue Room	10	

**An additional charge of £5 will be made for the use a bouncy castle (or large inflatable) at an event to cover Landford Village Hall's own insurance*

5. Hiring details

Purpose of hire*	
Number of attendees	
Date of hire (ddmmyy)	
Duration of hire (hours)	
Alcohol to be served? Has hirer applied for a TEN?	
Will a bouncy castle be used?	

**Please specify e.g. wedding reception, birthday party, anniversary, badminton, dance class, exercise class*

6. The Hirer shall be present during the hiring and will observe and perform the provisions and stipulations contained in the "Conditions of Hire" and the "Fire Safety Guidance and Emergency Plan for Hirers" for Landford Village Hall (see Landford Village Hall's website) which will form part of the Hiring Agreement. The information provided in this Hiring Agreement forms part of the Agreement and any misrepresentations will absolve Landford Village Hall from responsibility in respect of any part of the Agreement.

7. I declare that the information given in this Agreement is correct and confirm that I have read, understood and accepted the "Conditions of Hire" and "Fire Safety Guidance and Emergency Plan for Hirers" as posted on Landford Village Hall's website.

SIGNED on behalf of Landford Village Hall:

PRINT NAME:.....

SIGNED by the Hirer:

PRINT NAME:

DATE: