

Harting Community Hall

Registered Charity No. 296532

Peasecroft, South Harting, Petersfield, GU31 5LB

Bookings: The Caretaker, Mrs Julie Swain, 3 Peasecroft, South Harting. Tel: 01730 825671

Mobile: 07776 261811 Email: julieswain60@outlook.com,

HIRING AGREEMENT

The Hall Trustees agree, subject to their Terms and Conditions of Hiring, to allow the Hirer as detailed below to use the requested parts of Harting Community Hall for the purposes of on the date(s) and time(s) given below. A deposit of £..... will be required to secure the booking. An additional deposit of £..... will also be required as security against potential breakages and/or additional cleaning. This additional deposit will be returned within 28 days of the event date providing the hall and equipment are vacated in good condition.

Dates and parts of hall required:

Date: Time required: From: To:
Date: Time required: From: To:
Date: Time required: From: To:
Date: Time required: From: To:

Additional details:

Any additional dates required then please add to the reverse.

Main hall (maximum of 120 people): Yes / No
Kitchen area: Yes / No

Daphne Gammon Room: Yes / No
Bar area: Yes / No

Will the event use music? Yes / No

Will alcohol to be sold at the event? Yes / No

Hire fee

The fee for the event for each date booked is £..... and should be paid on receipt of the invoice. Payment should be either cash or cheque to the Caretaker or by Bank Transfer to account below. Please indicate how you intend to pay: Cash / Cheque / Bank Transfer

Acct name: Harting Community Hall Trust Sort Code: 60-16-26 Acct no: 80181244 Ref: Hirer's name

Hirer's Details

Name of person responsible for the hire:

Organisation & position held (if applicable):

Address:

Post Code: Telephone number:

Mobile number: Email address:

Your details will not be passed on to any third party by the Trustees of the hall.

The Hirer agrees to comply with any Covid regulations in force at the time of the event and specifically the terms of hire as set out in the attached 'Terms and Conditions of Hire'. The Hirer, or another specified person whose name must be given to the Caretaker before the event, agrees to be in attendance during the whole period of each specific hire and to follow the attached 'Instructions for Hirers' for each event. The Hirer confirms that they have read and understand the attached 'Emergency Procedure'. The Hirer acknowledges that all activity at the Village Hall must be finished by 11pm and the premises vacated no later than 11.45pm and undertakes to respect our neighbours' environment and leave the hall and its car park area quietly.

Signature

Date