

East Horsley Village Hall

Kingston Avenue East Horsley Leatherhead KT24 6QT Tel. 01483 285019
www.easthorsleyvillagehall.co.uk villagehall@easthorsley.net
Charity Registration Number 1000317

Hire Agreement

Authorised Representative and Contact Address
Suzanne Frossard AILCM Clerk and Responsible Financial Officer Chiddingfold Parish Council The Banking House The Green Chiddingfold Surrey GU8 4TU

THIS AGREEMENT is made on the date (1) and between the **COMMITTEE** (2) and the **HIRER** (3) named below whereby in consideration of the **HIRING FEE** (4):

A. THE COMMITTEE AGREES to permit the **HIRER** to use the facility (5) for the purpose (6) and for the period (7) all described below.

1. Date: 6 August 2014

2. **East Horsley Village Hall Management Committee** Authorised Representative: Dr E.A. Hyde, Manager.

3. **HIRER:** Name of Organisation/Hirer Society of Local Council Clerks
Authorised Representative Name and address as recorded in the box above
Contact Telephone Numbers **PLEASE PROVIDE**
Email Address Clerk@chiddingfold-pc.gov.uk

4. **HIRING FEE** £55.80

For dates three months or less before the hire period or where the hire fee is less than £100, payment is required in full to secure a booking. For bookings more than three months ahead where the hire fee is £100 or more, a minimum deposit of one third of the hire fee *plus a non-refundable administration charge of £10.00* will be acceptable but the balance of the hire fee must be paid at least three calendar months before the hire period. **A cleaning deposit of £150 is also payable as a separate cheque, refundable at the discretion of the management for all parties.***

5. **FACILITY** Millennium room (max. 75 persons)
n.b. maximum capacities shown are indicative only and will depend on how the room is used

6. **PURPOSE OF HIRING** Meeting

Will any commercial sound recordings be played?	Yes	No
Will alcohol be available at the event?	Yes	No
Will any activity involve children less than eight years of age?	Yes	No

7. **PERIOD OF HIRING** 10.00 – 13.00 hours on 5th December 2013

Please note that the Period of Hiring must include any time that the HIRER needs for setting up equipment prior to the event and for removing or putting away equipment and leaving the facility clean and secure at the end. Please ensure that you remove all your rubbish when you leave.

B. THE HIRER AGREES with the Committee to observe and perform the provisions and stipulations contained or referred to in the Committee's "Standard Conditions of Hire" for the time being in force as annexed hereto or previously supplied (an understanding of which the Hirer acknowledges) together with any Special Conditions set out in an attached schedule.

AS WITNESS the hands of the parties hereto:

SIGNED by the person named at (2) above *Eddie Hyde*

SIGNED by the person named at (3) above

Please make cheques payable to East Horsley Village Hall