

Ash Village Hall-Hiring Agreement

Please complete this form and send to the Treasurer (address details overleaf) with the Hire Fee and any Deposit for damages (as advised).

Please make all cheques payable to 'Ash Village Hall'.

All cheque deposits are cashed but deposits will be returned approximately 1 week after the hiring date providing that the Hall is vacated in satisfactory condition.

Please note that all bookings remain provisional until the completed form and all fees are received.

1. Hirer:

(a) Name	
(b) Organisation(if any)	
(c) Address	
Email address	
(d) Contact Telephone Numbers	
(e) Billing Name & Address (if different from above)	

2. Dates(s) required:

Date/s		Times/s	
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3. Premises (please tick accommodation required)

Whole Building	<input type="checkbox"/>	Library Room	<input type="checkbox"/>	<input type="checkbox"/>	Performing Rights Society License	<input type="checkbox"/>
Main Hall	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>		PA System *	<input type="checkbox"/>
Stage	<input type="checkbox"/>	Stage Lighting	<input type="checkbox"/>			

* Please note a separate refundable cheque for £100 must be included for use of the PA system

4. Purpose/description of hiring

Expected number of persons to be present	<input type="text"/>
Will this be a public or private event?	Public / Private
Will you be applying for a Temporary Event Notice for the Sale of Alcohol? (See Para 5)	Yes / No
Is the hiring of the hall for a commercial venture?	Yes / No

Commercial Hirer?

If yes, your attention is drawn to Para. 13 (c) of the Standard Conditions of Hire which states:

Commercial Hirers shall take out adequate insurance to insure the Hirer and members of the Hirer's organisation and invitees against the Hirer's liability under paragraph 13(b) and all claims arising as a result of the hire and on demand shall produce the policy and current receipt or other evidence of cover to the Chairman. Failure to produce such policy and evidence of cover will render the hiring void and enable the Booking Officer to rehire the premises to another hirer.

5. Sale of Alcohol on Hall Premises

A **Temporary Event Notice** must be obtained in advance by the hirer from Dover DC [01304 872295] www.dover.gov.uk/Business/Licensing/Home
See Form C – Information for Hirers.

6. Privacy Notice

Ash Village Hall uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall, staff employment and its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall's insurers or other regulatory bodies. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the Data Protection Officer. Email: vice-chair@ashvillagehall.org.uk

In making this application for hire we agree that a designated member of our organisation will be present at all times throughout the hiring and we will comply with the Ash Village Hall Standard Conditions of Hire, Special Conditions of Hire during COVID-19, COVID-19 Risk Assessment and Information for Hirers, copies of which we have received, read and understand. We have prepared our own COVID-19 Risk Assessment, a copy of which is provided. We undertake to pay all charges and deposits upon demand.

Signed.....

Dated.....

To be completed by Village Hall Representative only

Hall Administrator - Graham Ward – diary@ashvillagehall.org.uk or 01304 369314

Application for hire granted

Signed.....

Dated.....

On behalf of Ash Village Hall Management Committee

Ash Village Hall

(a) Registered Charity No:	302671
(b) Authorised Representative:	Mrs L Layton
(c) Address:	75 New Street, Ash, Canterbury, CT3 2BL
Email address	lorraine.m.irwin@btinternet.com
(d) Telephone Number:	(01304) 812652
(e) Hire Fee:	£
(f) Damages Deposit: (returnable)	£
(g) Performing Rights Soc. License	£

Treasurers record:

Hire Fee paid: £
Deposit paid: £
Date Returned:

Date:
Date: