



Preston on Stour Village Hall

Hiring Agreement (for a single hiring)

For the purposes of this contract, the term **HIRER** shall mean an individual hirer or, in the case of an organisation, the authorised representative - the **HIRER** must be 25 years or over.

This agreement is made between the 3PM Management Committee and the HIRER:-

Name of **HIRER**/*or Organisation:

Address:
Postcode:

Telephone contact for **HIRER**:
(n.b. this must be a landline, not a mobile)

Purpose of use of the hall:

Date(s) required:

Time(s) required: From: To:

Fee to be paid in full in advance ___ (hours) @ £___ per hour = £_____ (cheques payable to **The 3PM Hall**)

Will music be played? Yes/*No Will alcohol be served? Yes/*No

There is a stock of about 20 cups & saucers in the unlocked cupboard. For an additional charge of £10.00, cutlery and crockery may be made available for use at the Hall during the Hire. Numbers of items requested (up to the max listed) will be placed in the Hall prior to the agreed Hire time on the condition that all items are left in a similar clean condition at the end of the Hire. Any breakages or losses will be charged at £1.00 per item. Please indicate what you require.

Large Plates (max100)	yes/*no	Small Plates (max100)	yes/*no	Bowls (max100)	yes/*no
Knives (max100)	yes/*no	Forks (max100)	yes/*no	Desert Spoons (max100)	yes/*no

The **HIRER** should make other arrangements for items such as extra cups/saucers, teaspoons, glasses, tea towels, bin bags etc. which are not available. Please ensure that what we have meets your requirements.

The **HIRER** agrees that the "Terms and Conditions of Hire" attached shall form part of the terms of the Hiring Agreement.

Signature of **HIRER**: _____ Date: _____

Signature of **3PM member**: _____ Date: _____

Please Note: The Management Committee of Preston on Stour Village Hall are all volunteers, working on behalf of the Three Parishes Millennium Hall Charity. Registered Charity No: 218630. Revised 28/8/15