



## 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**:

Email address:

Purpose of use of the hall:

Date(s) required:

Time(s) required:

Fees to be paid in full in advance \_\_ (hours) @ £\_\_ per hour = £\_\_\_\_\_

Cheques payable to **The 3PM Hall** or BACs (sort code: 40-43-19 account number 51466704)

Will music be played? Yes/No

Will alcohol be served Yes/No

There is a stock of approximately 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 your requirements below..

Large Plates (max 100)	Yes/No	Small Plates (max 100)	Yes/No	Bowls (max 100)	Yes/No
Knives (max 100)	Yes/No	Forks (max 100)	Yes/No	Dessert Spoons (max 100)	Yes/No

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

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

Signature of HIRER \_\_\_\_\_ Date \_\_\_\_\_

Signature of 3PM member \_\_\_\_\_ Date \_\_\_\_\_

Return form to: [prestononstour.hall@gmail.com](mailto:prestononstour.hall@gmail.com) Carole Sambrook Hurst 01789 450486

**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