



Preston on Stour Village Hall

Hiring Agreement (for a long term hire)

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:
Telephone: Postcode:

Purpose of use of the hall:

Weeks/Days of regular use:

Times of regular use: From: To:

Any changes to these details must be lodged with the booking clerk before commencement

Payment Terms:

- 1: Payments to be made promptly on a weekly or academic half-term basis, whichever has been agreed to.
- 2: Any issues arising pertaining to the invoice, must be addressed before the agreed payment date.

Key holders:

- 1: The **HIRER** shall take full responsibility for holding the key to the hall & not replicate the said key for other users, without confirmation by the 3PM Management Committee.
- 2: Names of persons holding the key **must** be added to the "Key Holders List", via the booking clerk

End of Contract

- 1: The **HIRER** shall give one month's notice writing to the booking clerk, in termination of this contract. The **HIRER** shall take full responsibility for removing all personal items used during the hire, and replacing any hall items removed during that use. The **HIRER** will assume full responsibility for leaving the premises & surrounding area in a clean & tidy condition.
- 2: The Management Committee reserves the right to inspect this when vacating.

Acceptance of Terms & Conditions

- 1: The **HIRER** agrees to be present during the hiring and to perform the provisions and stipulations contained in or referred to in the Committee's "Terms and Conditions of Hire" for the time being enforced, as annexed hereto (an understanding of which the **HIRER** acknowledges)
- 2: The **HIRER** agrees that the "Terms and Conditions of Hire" shall form part of the terms of the Hiring Agreement.

This Contract to take effect from: (date) _____

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

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

* Delete where applicable