

Hiring Agreement with Woodlands Village Hall BH21 8LL
Registered Charity No. 266847
www.woodlandsvillagehall.org.uk

Hirer - Name :

Address :

..... Postcode : Tel.No.

(N.B. Proof of name and address will be required at time of booking, e.g. council tax bill, utility bill, driving licence, bank statement)

I confirm the booking of Woodlands Village Hall as follows :

Purpose/description of hiring

Date(s) required

Times required From To

How many people will be attending ? (this should not be more than 75)

Will alcohol be sold ? YES / NO If yes, please confirm that you have received approval from the Committee to apply for a Temporary Event Notice (TEN) from East Dorset District Council.

I have received approval : (Hirer's signature)

If alcohol is for sale you must provide a copy of the Temporary Event Notice at least a week prior to your event taking place. Non compliance will result in a report to the local authority and a loss of your deposit.

If you are having music, what type will it be (e.g. live band, disco)

During music of any kind, all external doors and windows must be kept closed after 8.00pm. All music must finish by 11.00pm. Non compliance will result in loss of deposit.

Hiring fee (as agreed with the Treasurer) £

Deposit required
(Ordinary event £50, Dances or parties £100) £

This deposit will be refunded in full within 28 days of the termination of the hiring provided that no loss or damage has been caused to the premises and/or contents, no complaints have been made to the Committee about noise or other disturbance during the period of the hiring or as a result of the hiring, no additional cleaning or rubbish removal is required after the hiring, and total hiring fee (including preparation time) has been received.

Any additional costs incurred by the Committee as a result of this hiring will be deducted from the deposit.

Cancellation fees will be as follows :

 Cancellation within one month of event – 50% of hiring fee

 Cancellation within one week of event – full hire fee

(Appropriate amount will be retained from the deposit)

I confirm that I have read and understood the Terms and Conditions for Lettings (available on the website) and will ensure that all requirements mentioned therein are fully complied with.

Signed Name

Date

N.B. A booking is not confirmed until the Lettings Officer has received a signed Hiring Agreement Form and Deposit cheque.