

STOCKLAND VICTORY HALL

Stockland
Honiton
Devon
EX14 9EF

Registered Charity Number 300977

Hiring Agreement

DATED

AGREED as follows:

1. Date required:

Day	Date	Month	Year

Hours required

From	To	Total

If making multiple bookings, please use a separate sheet and attach to this Agreement

Room(s) Required

Main Hall		Lounge	
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2. Stockland Victory Hall:

Authorised Representative
Address

Mrs A. Williams, Booking Secretary

The Old Post Office
1 Church Way
Stockland
Honiton
Devon
EX14 9BP

Telephone Number

01404 881521 Mobile: 07593 648983

Email Address:

finklebarton@btinternet.com

3. Hirer (Must not be under eighteen years of age):

(a) Name

(b) Organisation

(c) Address

Postcode

(d) Contact Telephone
Number(s)

(e) E- mail address

4. Is this a private event or function (not for profit)?

Yes		No	
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If 'No' you will need public liability insurance and must provide proof of insurance before the booking can be accepted.

Is Alcohol to be sold

Yes		No	
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If alcohol is to be sold, a separate licensing form will be required.

5. Purpose or description of hiring

6. Hire Fee	£
Booking deposit – Non-refundable	£
Balance due	£
Additional Special Deposit	£

7. **The hirer shall pay the hire fee plus any special deposit at least fourteen days prior to the date the hall is required.** The special deposit will be refunded within twenty-eight days of the termination of the period of hire provided no damage or loss has been caused to the premises or contents, and no complaints made to the Stockland Victory Hall Committee about noise or other disturbance during the period of the hire or as a result of the hire. Invoices are not issued unless requested.

8. The hirer agrees not to exceed the maximum permitted number of people per room, including the organisers and performers (See Standard Conditions of Hire for more details).

9. The Hirer agrees to make themselves aware of all fire exits, fire extinguishers, and to ensure the building is evacuated in the event of fire.

10. It is hereby agreed the Standard Conditions of Hire shall form part of the terms of this Agreement. Copies are available to view in the Hall or through the Booking Secretary.

Signed by the person named at (2) above, on behalf of the Stockland Victory Hall Management Committee.

Signed by the person named at (3(a)) above to be bound by this Agreement.

The completed form and payment must be returned to the Booking Secretary prior to the date the Hall is required (see above).

**Preferred payment is by bank transfer to Stockland Victory Hall,
Lloyds Bank Business Account,
Sort Code 30-92-40, Account number 00655693.**