

Wintringham Community Hall

Registered Charity No: 1095711

HIRING AGREEMENT

Day and Date of Hire

Time [to include setting up and clearing away]

Morning [please state times]

Afternoon [[please state times]

All day [9 am – 5pm]

Evening [5pm to midnight]

Name of Hirer/Organisation

Type of Function

Number attending [please contact the committee if numbers exceed 100]

Use of Chris Yates Meeting Room

Use of Main Hall

Use of Kitchen

Please tick

Please indicate here the equipment you plan to use

Deposit £

Hiring Fee £

Total Due £

*Please note that your booking is not secure until you have returned this form with full payment [including security deposit]
Cheques payable to Wintringham Community Hall.*

I have read and accept the Conditions of Hire and Rules of Wintringham Community Hall. I agree to be present during the hiring and to ensure that the said Rules and Conditions are adhered to. I agree to be responsible for the cleaning and storing away of any equipment used.

Signed Date

Name

Address

Telephone No: Email:

Wintringham Community Hall does not hold a licence for the sale of alcohol. Our Conditions of Hire require you to obtain written permission from the Committee before organising a Temporary Event Notification [TEN]. Please indicate here if you would like to sell alcohol at your event and we will contact you to discuss your options. Sale of alcohol

The Committee agrees to permit the Hirer to use the premises for the purpose and for the periods set out here, in accordance with the Rules and Conditions of Hire.

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On behalf of Wintringham Community Hall, Wintringham, Malton, North Yorkshire YO17 8HX

Please return this form with your cheque to: Julie Witty, Willow Garth, Wintringham, Malton YO17 8HX



LOTTERY FUNDED

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Security/Damage Deposit: please note that returnable security deposits of **at least £50** per booking will be charged for the following categories:

- Any booking where sale of alcohol is involved
- Any booking where use of the electric cooker is likely
- Children's parties
- Any event where outside caterers are involved.

This deposit covers against possible damage, extra cleaning, excess refuse disposal/recycling, missing property etc. caused by the Hirer in contravention of their agreement. If the deposit is insufficient to cover the actual cost then the Hirer may be charged an additional amount.

Security deposits will be repaid (subject to any deductions) within 14 days of an event.

For any event with a security deposit, the full charge will be invoiced in advance and this must be paid in full, plus the security deposit, by the time of the event or earlier if stipulated.

