

INWARDLEIGH AND FOLLY GATE PARISH HALL HIRE AGREEMENT

THIS AGREEMENT: is made on the date (1) & between the Committee (2) & the Hirer (3) named below

A. **THE COMMITTEE** agrees to permit the **HIRER** to use the premises (4) for the purpose (6) and for all the Periods(s) all described below.

1. **Date(s) of Hire**.....

2. **INWARDLEIGH AND FOLLY GATE VILLAGE HALL MANAGEMENT COMMITTEE**

a. Bookings to be made to **JUDITH GRANT LITTLE COTTAGE, INWARDLEIGH, OKEHAMPTON, DEVON. EX20 3AU. 01837 318256 /07743763673 e mail follygateparishhall@mail.com**

3. **HIRER**

A **Organisation (if applicable)**

B **Name of Organisation s authorised representative(s) or individual hirer**.....

Address.....

Post Code..... **Telephone No**.....

4 **PREMISES:** Please tick relevant. **Main Hall Kitchen & Bar** **Committee Room**

TIMES REQUIRED.....

5 **REASON FOR HIRE:** e.g. **Dance/party/meeting/other**

This will be a PUBLIC/PRIVATE event (please delete as required)

6 **BAR LICENCE:** Will the hirer be applying for a Bar Licence **YES/NO**

If yes name person applying for licence.....

***Please note we are only allowed 12 bars a year, (these will be allocated on a first come, first served basis)**

7 **DEPOSIT** The committee reserve the right to charge a deposit and ask for the full hire charge to be paid in advance.

8 **THE HIRER:** agrees with the terms and conditions of this hire agreement.

A. **The hall will not be sub let**

B. **The premises will not be used for any purpose other than what it was booked.**

C. **The hirer is responsible for good order and behaviour of all the guest**

D. **The hirer must be aware of all the fire exits and fire equipment available (a plan is available in the entrance hall) and ensure the exits are kept clear. The hirer also is responsible for calling of emergency services if needed with hirer's own mobile.**

E. **No outside equipment is to be used in the hall unless previously agreed with the committee.**

f. **Any damages or breakages will be reported to the committee and paid for by the hirer.**

G. **The premises is a NO SMOKING AREA**

H. **Children must be supervised at all times by a responsible adult**

AT THE END OF THE BOOKING

i. **All lights, heaters and other appliances are switched off**

ii. **Tables and chairs to be wiped and stacked as found.**

iii. **All kitchen surfaces and cooking equipment must be left clean**

iv. **All windows are shut and latched**

v. **The floors are swept and left as found**

vi. **The toilets are flushed**

vii. **Rubbish is removed from the premises**

viii. **The hall is locked and the key returned to the booking clerk at the above address unless otherwise agreed.**

CANCELLATION POLICY: If the booking is cancelled more than 28 days ahead of the booking date, there will be no hire charge. If the booking is cancelled between 7 to 28 days ahead of the booking date, 25% of the hire charge will be Payable. If the booking is cancelled less than 7 days ahead of the booking date, the full hire charge will be payable.

*SIGNED by the person(s) named at 3(B) above, or on behalf of the organisation named at 3(A) above.
I / we have read and understand these terms and conditions, and agree to comply with them*

SIGNATUREDATE.....

One form must be signed and returned to the persons named at 2(a) in order to confirm the booking. The hiring will then be acknowledged, the hire charge confirmed.

This will be the only Invoice sent. Please ensure you pay the hire Charge by the date shown.

Provisional bookings can be held for 14 days, please return this form by.....
If your form is not returned by this date your booking will be presumed to be cancelled.

***If your event requires a bar, please note:**

A West Devon borough Council T.E.N.S. (Temporary Events Notice) will be required. This fee is payable by the Hirer

**Please further note: We are only allowed 12 T.E.N.S. Per year
these will be allocated on a first come first served basis**

All bookings must be entered in the diary, a “hire form completed and returned to the Booking Clerk” before the booking will be confirmed.

Booking clerk : JUDITH GRANT 01837 318256/ 07743763673
E mail address; follygateparishhall@mail.com

Note; Children’s parties a responsible adult must be in the hall for the whole of the hire period.

**PLEASE RETURN THIS SIGNED COPY TO JUDITH GRANT
THE OTHER COPY IS FOR YOUR REFERENCE**

