

**Buxhall Village Hall  
Hire Agreement**

Hire agreement for Buxhall Village Hall single use

Main Hall or Meeting Room or Both (Please circle as appropriate: fee includes use of kitchen if needed)

Parties:

- (1) Buxhall Village Hall Committee (the "Committee")
- (2) The person or organisation named in clause 3 below ("Hirer")

I. Period of Hire

Date \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

*Note: Include any preparation/clearing up time and refer to conditions of hire for finishing times.*

2. Purpose of Hire

Particular requirements for setting up hall (if any)

Estimated attendance \_\_\_\_\_ (max 100 dining style, 120 disco/dance)

3. Hirer (an individual or if an organisation, the authorised representative)

Name \_\_\_\_\_ Buxhall Resident? \_\_\_\_\_ Yes/No

Organisation (if applicable)

Address:

Telephone: (Daytime) \_\_\_\_\_ (Evening) \_\_\_\_\_

4. Conditions of hire

The Hirer agrees to be responsible for the observation and performance of the provisions and stipulations referred to in the 'Standard Conditions of Hire' in force at this time, a copy of which is attached.

5. FEE: Hire Cost £ \_\_\_\_\_

**FULL COST PAYABLE 7 DAYS BEFORE HIRE PERIOD**

Deposit: £ \_\_\_\_\_ Payable on completion of this form and refunded after the completion of the hire period pending satisfactory compliance with all conditions of hire.

6. The Committee reserves the right to retain as much of the deposit as they deem necessary to compensate for any damage resulting from the hire, or for non-compliance with any of the above conditions or 'Standard Conditions of Hire', particularly 'Standard Conditions 2 (i) and 6 or failing to return the keys within an agreed period. In this context 'Damage' will include damage to the surface of the floor commonly caused by dragging heavy items of furniture or equipment or by steel tipped high heels and other footwear. The Hirer hereby agrees to observe all of the above conditions of hire and declares that all the information given above is correct.

Signed:  
(Hirer)

Signed.  
(on behalf of the Village Hall)