

# Hall Hire Agreement



Please provide as much information as possible. Until this form is returned with the deposit and hire charge in full, the booking is not confirmed. If you have an questions please telephone: T. Frazer on +447908693126 or hello@asplandandmarcon.com

Your Name			
Organisation Represented			
Aim of Organisation			
Your address			
Telephone number (s)	Landline	Mobile	
Type of event			
Please tick room (s) required	Hall	Kitchen	Other
Time required (remember to include preparation and clean up)	From	to	
Total hire cost including deposit			
Confirm that you will clean the hall after use or be subject to a £250 cleaning charge.	Yes	No	
What dates are required?			
How many people are expected to attend?			
Do you have insurance?			
Will an entry fee be charged?			

Booking rates	Hourly charge	Facilities included
Standard charge for hall (external)	£30 per hour	Use of chairs and tables. Heating, lighting, use of kitchen for refreshments.
Standard charge for hall (resident)	£15 per hour	Use of chairs and tables, heating, lighting, use of shared kitchen for refreshments
Concession (churches, social, fitness and charities)	£15 per hour	Use of chairs and tables, heating, lighting, use of shared kitchen for refreshments

♦ **PLEASE MAKE SURE YOU READ THE TERMS and CONDITIONS Before submitting this form**

**DECLARATION:**

*I have read and agree to abide by the conditions*

Signed:.....Date:.....

**Please submit this form via email to [hello@asplandandmarcon.com](mailto:hello@asplandandmarcon.com).**

Payment is to be made 7 days prior to booking:

Aspland and Marcon TRA

Sort code: 60-09-23

Account number : 84256532

**Thank you.**

# Terms and Conditions

1. The groups/organisations must have their own insurance cover; including indemnity cover. An original insurance cover certificate should be seen confirming this and it should be recorded that it has been provided. *(Please note small private family bookings which have not been organised by a third party such as a professional party organiser are not required to have their own insurance policy)*
2. Groups and organisations should abide by their own safeguarding child and adults policies which are up to date and meet the needs of the group. A child protection policy would not be specific enough for the needs of a children's drama group.
3. The Bookings Secretary has the right to refuse an application for hire submitted by any person.
4. The Hirer must be aged 18 or over.
5. Enquiries may be made using the telephone number on this form or by the e-mail listed but applications for bookings must be made in writing on the attached form.
6. Full payment of the hire fee should accompany the application and be paid by BACS 7 days before the event.
7. A deposit of £200 must also be paid to be held against any misuse of or damage to the premises. The Hirer must ensure that the premises (hall, toilets and kitchen) are left clean and tidy, with rubbish taken out. Cleaning products are provided. The cost of any additional cleaning will be deducted from this deposit. This will be returned within 14 days of the event or end of the lease, subject to any sums withheld to meet a part of the hire fees or the cost of rectifying damage arising during the hiring.
8. Payments can be made by BACS or cash on exceptional circumstances.
9. The Hirer will, during the period of hire, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage, however slight, and for the behaviour of all the people using the premises.
10. The management committee reserves the right to reclaim from the Hirer any costs incurred in connection with damage or misuse etc. in excess of the deposit.
11. The Hirer shall not sub-hire the premises or allow the premises to be used for any purpose other than that stated on the Application Form, and not bring on to the premises anything that may damage or endanger the premises or render invalid any relevant insurance.
12. NO SMOKING IS ALLOWED ANYWHERE ON THE PREMISES.
13. Nothing is to be fixed to the walls by any method.
14. Booked times are to include any preparation and clearing up time you may require, £35 will be deducted from deposit for every hour the booking runs over and will be charged in full. Law enforcement will be called if the premises is not vacated. The Hirer agrees in any event to terminate all loud noise on the premises at 11.00pm
15. Electrical Items. All items stored on the premises must have a current PAT test label. Any items used on the premises by professionals hired for the occasion must comply, for example a professional Disco, rather than the hirers own domestic equipment.
16. Personal equipment and possessions brought into the Hall are the responsibility of the hirer. We will not be responsible for any loss or damage.
17. Music: The Hirer undertakes to satisfy any requirements under performing rights for the performing or playing of live or recorded music. Any Hirer who intends to play music or have a live band agrees to inform the booking secretary in writing at the time of booking. The Hirer undertakes to ensure that all noise is kept to a level such that neighbours of the premises are not unduly disturbed. The Hirer agrees in any event to terminate all loud noise on the premises at 11.00pm.
18. END.