

URCHFONTS VILLAGE HALL- HIRE AGREEMENT
CHURCH LANE, URCHFONTS, DEVIZES, WILTS SN10 4QT

This agreement is made between The Urchfont Village Hall Management Committee and the Hirer named below to allow the hirer to use the hall for the purpose and during the period described below subject to Standard Conditions of Hire which are attached.

Hirers Name _____

Organisation (if applicable) _____

Date(s) of Hire _____ **Purpose** _____

Time of Hire

(to include preparation and clear up time) access at _____ am/pm

leaving at _____ am/pm

Facilities Required

Hours

Cost

Main Hall

Conference Room

Both Rooms

Licence for Cash Bar

Yes/No

Hire of tables and plastic chairs (24) Yes/No

(for external event)

Hire of Crockery

Yes/No

(for external event)

Parking for External Event

Yes/No

(if available)

There is no additional charge for the following but prior notice helps us to ensure all facilities are available and ready for use. Please tick if required.

Use of kitchen ____ **Wi Fi** ____ **Projector and screen in main hall** ____ **Keyboard** ____

Microphone ____ **TV screen (can be linked to a computer) and screen in conference room** ____

Address: _____

Postcode: _____ **Telephone** _____

Hirers Signature: _____

Booking Secretary's signature _____ **Date** _____

I have read the terms and conditions Yes/No

Please return to :Liz Dark, 5,Town End Cottages Urchfont SN10 4RR