

URCHFONT VILLAGE HALL HIRE AGREEMENT

CHURCH LANE, URCHFONT, 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.

Hirers Name _____

Organisation (if applicable) _____

Date(s) of Hire _____ Purpose _____

Time of Hire (to include preparation and clear up time) access at _____ a.m./p.m.

leaving at _____ a.m./p.m.

Facilities required:

Hours

Cost

Main Hall

+ Main Kitchen (£10 charge)

Yes/No

Conference Room

Both rooms

Licence for Cash Bar

Yes/No

There is no additional charge for the following items but prior notice helps to ensure all facilities are available. Please tick if required: WiFi _____ Projector/screen in Main Hall _____ Keyboard _____ Microphone _____ TV Screen (can be linked to a computer) and screen in Conference Room _____ Use of small kitchen in Conference Room _____ Late extension required until 1.a.m. (£40) _____

It is also possible to hire tables/chairs, crockery or parking for an external event: Yes/No

Details: _____

Address _____

Postcode _____

Telephone _____ **Email** _____

Hirers Signature _____

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

I have read the Conditions of Hire (www.urchfont-pc.gov.uk/community/village_hall.aspx) **Yes/No**

Please return this form to: Liz Dark, Townsend Cottage, Townsend, Urchfont, SN10 4RR.