

HARVEL VILLAGE HALL HIRING AGREEMENT

THIS AGREEMENT is between the HARVEL VILLAGE HALL MANAGEMENT COMMITTEE (HVHMC) and the HIRER as detailed below. The HVHMC agrees to permit the HIRER to use the Harvel Village Hall for the purpose and dates as detailed below.

DETAILS OF HIRER (Please use capital letters)

Name of Organisation (If applicable)	
Authorised representative or individual hirer	
Address for correspondence	
Contact Telephone Nos.	

DETAILS OF HIRE

Period of Hire	Date		Times	
	Date		Times	
Purpose of Hire				

COST OF HIRE (Please make cheque payable to "Harvel Village Hall")

Cost of hire (To be completed by HVHMC) £	Deposit cheque £
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The cost of the hire is payable on signing this agreement or at the very latest four week before the date of the hire. (Do not post date this cheque). **If the HVHMC have not received your payment four weeks before the date of the hire, it will be assumed that the hall is no longer required and the booking will be cancelled.** Four weeks written notice is required if you wish to cancel your hire.

This form must also be returned with a separate post dated cheque for the deposit. The date on the cheque should be one week before the hire of the hall. This cheque will only be banked a week before the hire and will be refunded a week after the hire, once the hall has been inspected. Please provide a stamped addressed envelope so the cheque can be returned without delay.

SIGNATURES AND DATE

I, the hirer, agree to be present during the hiring and to perform the provisions and stipulations contained or referred to in the HVHMC's 'Standard Conditions of Hire'

I declare that the information given in this agreement is correct to the best of my knowledge and I acknowledge that any misstatement or misrepresentation will invalidate the agreement.

Hirer		Date	
For HVHMC		Date	

Lettings Officer:- June Burkitt, 7 St Francis Road, Harvel, Kent, DA13