

Document No.....

COWFOLD VILLAGE HALL HIRING DOCUMENT

Conditions attached to the hiring of Cowfold Village Hall

1.
 - (a) By way of confirmation of the booking, this form must be signed and both sheets returned to the Village Hall Caretaker with a deposit by way of part payment in the sum of **£10**.
 - (b) In addition, the intending hirer must pay to the Village Hall Caretaker, at least four weeks prior to the date booked, the sum of **£100** to be held by Cowfold Village Hall against breakages or damage to the Hall or the contents thereof. Such a sum to be returned to the Hirer less any necessary reductions within seven days of the actual date of hire.
 - (c) The balance of the booking fee must be paid to the Village Hall Caretaker at least four weeks prior to the date booked and, if not so, this booking may be cancelled at the discretion of Cowfold Village Hall.

2. In addition to the regulations stated above, the Hirer undertakes to comply with the following instructions:
 - (a) The Hall is to be left in a clean and tidy condition following use by the Hirer.
 - (b) The Hirer is to ensure that licences are obtained where necessary and to pay such licence fees as may be due.
 - (c) Fire Regulations: A schedule is with the Caretaker; particular attention is drawn to the following:

(i)	Audience wholly seated	200 persons max
(ii)	Dances	200 persons max
(iii)	Dinners etc. wholly seated at tables	130 persons max
(iv)	Categories (i) & (ii) combined	170 persons max

3. The Hirer accepts that, should the Hall be rendered unfit for use from any cause beyond the control of the Management Committee, this booking shall be cancelled by due notice to the Hirer. In this event, no liability will be attached to the Management Committee other than the return of the fee or deposit.

4. The Hirer shall indemnify Cowfold Village Hall for the cost of repair of any damage done to any part of the Hall or contents thereof during the period of hire, or as a result of the hire and in the event that such a repair exceeds the deposit of £100 such excess shall be due and payable by the

Stewards (aged over 21) must be appointed on a basis of 1 per 100 or part 100.

All fire exits must be left clear at all times. The outer doors must be bolted open.

Hirer to Cowfold Village Hall.

5. The form is to be returned signed in duplicate and one part thereof will be signed on behalf of Cowfold Village Hall and returned to the intending Hirer by way of receipt of part payment and acknowledgement of the deposit as to breakage and damage.

I/We undertake to comply with the Horsham District Council (Public Entertainment) Regulations including Schedules 1 and 2 thereof (a copy of which can be inspected at Cowfold Village Hall) and accept that My/Our booking of Cowfold Village Hall is deemed to be subject to such regulation whether or not I/We have read the same.

Hirer's Name Date Booked

Address

..... Postcode

Tel No Mobile No

Rooms & Times Booked

Fee.....

Hirer's Signature Date.....

Received the sum of £10 to secure the booking on the above date.

Caretaker's Signature Date

Sum of £100 (deposit against damage) and balance of the booking fee due four weeks before date of hire.

Total Amount Due..... Date Due

Received the sum of £..... being balance of hire plus deposit on damage.

Caretaker's Signature Date