

**BOOKING FORM FOR ORGANISATIONS**

**Kilham Village Hall**

DATED

PARTIES

**1. Kilham Village Hall**

**2.**

- (1) The Village Hall named in clause 1.2 acting by its management committee (“Village Hall”).
- (2) The person or organisation named in clause 1.3 (“Hirer”).

**AGREED** as follows:

- 1.** In consideration of the hire fee described in clause 1.4, the Village Hall agrees to permit the Hirer to use the premises described in clause 1.5 for the purpose described in clause 1.6 for the period(s) described in clause 1.1. The details inserted in sub-clauses 1.1 to 1.6 below are terms of this agreement. This Hiring Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached schedule.

**1.1** Date (s) required:

Day

Time: From

To

Time you require access to Hall

Setting up Time

**1.2** Village Hall

**a. Registered Charity Number:**

**1078405**

**b. Authorised Representative:**

**Jenny Walker (Chair)**

**01262 420042**

**Gerard Conlin (Treasurer)**

**01262 420883**

**1.3** Hirer:

**a. Name**

**b. Organisation**

**c. Name**

d. Address

e. Email Address

f. Contact Telephone Numbers

1.4 Hire Fee

Deposit

The Hirer shall pay as a deposit 50% of the total fee. (In the case of all-day functions and special events the deposit shall be £100). The balance of the booking fee is payable on conclusion of the event (the deposit having been paid on the signing hereof).

Balance

Commercial use? Yes/No (If Yes, Public Liability Insurance certificate must be produced)

1.5 Premises (Main Hall, Meeting room).

Main Hall

Meeting Room

Both

1.6 Description of hiring

This will be a public/private event?

2 It is hereby agreed that the Standard Conditions of Hire together with any additional conditions Imposed under the Premises Licence (see the Terms and Conditions of Hire document) or that the village hall management committee deem necessary shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Village Hall and the Hirer.

- 3 None of the provisions of the Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

As witness the hands of the parties hereto:

Signed by the person(s) named at 1.2 (b) above, duly authorised, on behalf of the Village Hall's

	Date
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The information collected on this booking form is for use by the Village Hall to contact you regarding your booking and to generate an invoice. No information will be shared with any third parties without your permission. Please tick this box to agree to your details being held for the purposes set out above.

I agree to being contacted by: (Please tick as appropriate)

Email                                       Phone                                       Post

Signed by the person named at 1.3 (a) above or at 1.3 (c) above, duly authorised, on behalf of the organisation named at 1.3 (b) above, where applicable.

	Date
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*Please note that signatures do not need to be witnessed.*

Additional Requirements.

I Require the use of the Stage (Extra charge of £10)	
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Please return your booking form (s) in person or by post to:

Mr Gerard Conlin  
4 Middlewood Close  
Kilham  
Driffield  
YO25 4SU

Cheques should be made payable to Kilham Village Hall Association