



## Clapham and Patching Village Hall

### Hire Agreement for Use of the Village Hall and Grounds (Reg. Charity No. 271304) Feb2022

SUBJECT TO COVID RESTRICTIONS IN FORCE AT ANY TIME

THIS AGREEMENT is made on the date between the MANAGEMENT COMMITTEE of Clapham and Patching Village Hall (THE COMMITTEE) and the HIRER named below whereby in consideration of the sum(s) mentioned. THE COMMITTEE agrees to permit the HIRER to use the PREMISES for the PURPOSE and for this PERIOD(S)

1. DATE: .....

2. The COMMITTEE'S Authorised Representative: Mrs Tiffany Ryan (Booking Clerk)

3. HIRER: (a) Name of hirer (or organisation's authorised representative) .....

(b) Name of organisation (*if applicable*) .....

Address .....

Email .....

4. CHARGES:

Hire Fee **£** payable 6 weeks prior to the event date.

Security Deposit **£50.00** payable to secure the booking for private events. **£100** for Wedding events.

This security deposit is to protect us against cancellation and is returned to you after the event once the key to the Hall is returned to Bookings Clerk and the Hall is found to be in a clean and reasonable condition. Please refer to the terms and conditions.

5. PREMISES: Main Hall/Committee Room/ Entire Complex.

6. PURPOSE OF HIRE: .....

If an INFLATABLE is to be used PERMISSION MUST BE OBTAINED FROM THE COMMITTEE. If you would like an indoor bouncy castle, please ensure it is suitable for indoor use. We cannot permit bouncy castles intended for outdoor use inside the main hall as this may damage the flooring. Hirer to provide a copy of any entertainment insurance before the event and is responsible for all licencing for their event that may apply.

7. DATE OF HIRE .....Duration ..... hours

---

#### For Office Use Only:

HIRE FEE:                      Paid ...                      Banked ...

SECURITY DEPOSIT: Paid ...                      Banked ...                      Returned ...

## HIRER'S DECLARATION

I hereby agree to abide by the current Terms and Conditions of Hire appertaining to the booking made by me and which have been provided to me. I understand and agree that in the event of any loss or damage during or arising from the period of hire, I will be liable to pay all reasonable costs incurred in the repair, renewal, or reinstatement.

I can confirm that I am over 18 years of age and that I will be present at the premises during the whole period of hire, to ensure the Terms and Conditions are observed.

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 be a breach of this Agreement and I will be fully liable for the consequences of this breach.

I also understand that if any damage is caused or extra cleaning is required or if I breach the terms of this Agreement the cost must be met in full by the HIRER. In this event, all or part of the Security deposit will be retained, and any excess cost will be claimed from the HIRER.

**DISCLAIMER** The Trustees accept no liability for the property of any organisation or person whilst in or stored on the premises. All items are at owners' risk. Cars are parked in the Car Park at owners' risk.

Signed by the HIRER (on behalf of myself and the organisation named at 3(b) (if applicable)

.....

TO CONFIRM this reservation this form must be returned to Booking Clerk within 14 days of the date in (1).

**Please note the booking is NOT secured until the security deposit is paid.**

Payments should be made to C/O Clapham and Patching Village Hall

(Note: ALL cheques are banked upon receipt):

Barclays Bank

Sort code 20-20-62

Account number 8023173

Please include your surname and date of hire as reference

**candpvillagehallbookings@gmail.com**

If you wish us to return monies directly to your bank through BACS, please let us have your bank details:

Account Name.....

Account Number.....

Sort Code.....

Please complete and return to the booking clerk prior to the period of hire, along with deposit to secure booking.

Hall Bookings Clerk  
Mrs Melanie Lloyd  
10, The Street, Clapham  
Worthing  
BN13 3UU  
07770894935

## **END OF HIRE CHECK LIST**

This list is the Hirer's responsibility to check after the hire period to ensure deposit can be returned.

- 1.** Check that the cooker/hob are turned off if used.
- 2.** Ensure the hot water boiler is switched off.
- 3.** Close and lock all windows.
- 4.** Close all door curtains in Main Hall and Committee Room.
- 5.** Close all internal doors.
- 6.** Turn out all internal lights.
- 7.** Turn off entrance lighting if used. Light on roadway is automatic.
- 8.** Please clean up after yourself –There is a vacuum and floor mop in the cleaning cupboard near the front entrance to the hall.
- 9.** Take your recycling home, general waste must be removed and placed in outside bin provided in driveway.
- 10.** Before you leave, please check around the inside of the whole building to ensure that everyone has left and particularly the toilets in both halls if you are the only user.
- 11.** Close and secure all outside doors.
- 12.** COVID - PLEASE ENSURE YOU HAVE CLEANED AND SANITISED THE AREA YOU HAVE USED UINCLUDING TOILETS/DOORHANDLE/CUPBOARDS/TABLES AND CHAIRS AND ANYTHING YOU HAVE TOUCHED IN ACCORDANCE WITH OUR HALL COVID REGULATIONS AND CONDITIONS AS SUPPLIED TO YOU AND DISPOSED OF YOUR CLEANING MATERIALS AS SPECIFIED