

ZEAL MONACHORUM VILLAGE HALL

HIRE AGREEMENT

HIRER DETAILS

Name		Tel No	
Address			
E-mail			
Is the hirer over 18 years of age?	Yes	No	
Are you hiring on behalf of a club / group?	Yes	No	
If yes, please state name of club / group here			
Type of function to be held			
Will you be applying for a Temporary Event Notice or other licence? If yes, licence <u>must</u> be supplied to Management Committee before the hire period starts.	Yes	No	
Will you require the use of the cooker during your Hire Period? NOTE: Use of the cooker attracts an additional payment of £5 to cover the cost of electricity used.	Yes	No	
Date required (if hire is required for more than one occasion, please give a schedule of dates and times)			
Time required from (incl. setting up)		Time required to (incl. clearing up)	

FEES

Hire of the hall	Zeal Monachorum residents or organisations	All other users
For any 4 hour period	£25	£30
Longer periods (up to 8 hours)	£50	£60
Long Full Day (open before 8am, closed after 8pm)	£250 (Zeal residents are invited to enquire about special rates for long full day hire)	
Use of cooker during the Hire Period	£5	
Hire of equipment (NOTE These charges are applicable to all hirers. Any equipment used off site is to be returned to the Hall within 48 hours, unless a special arrangement has been made prior to the hire period)		
Tables	£1	per item
Chairs	25p	per item
Crockery (selection of cups, saucers, plates)	£5	Per load (NOTE Old crockery only)
Water boiler OR Mic & Amplifier	£5	Each
Deposit – applicable to either hiring of hall or of equipment off the premises. If equipment is used in the hall during an event only one deposit is payable.	£25	To be returned to Hirer within 7 (seven) days of hire, following satisfactory inspection.

P.T.O. for confirmation

CONFIRMATION OF BOOKING

By signing this document (either manually or electronically) you are agreeing to abide by the terms and conditions of hire as detailed on the attached sheets – please read them carefully.

I AGREE TO ABIDE BY THE TERMS AND CONDITIONS OF HIRE

Signature..... **Name** (Please print).....

Date.....

Please now return this completed form to:-

Jan Summers, 3 Churchill Gardens, Zeal Monachorum, EX17 6EG.
or send to email secretary@zealmonachorum.org.uk

For enquiries please telephone 01363 82571.

Single events

When this booking form is received by the Bookings Secretary, you will be sent confirmation and an invoice for your hire, which will include the deposit. Please pay by cash or cheque (payable to Zeal Monachorum Village Hall), within 7 (seven) days of receipt of the invoice. Please note that full payment and a deposit MUST be received before your event. If you are not paying in cash, please make 2 separate cheques, 1 for hall hire and 1 for deposit.

If you decide not to go ahead with your booking, please advise the Bookings Secretary as soon as possible.