

# HIRING AGREEMENT FOR SNAPE VILLAGE HALL

**The Village Hall is run by volunteers. Please respect our community resource.**

The Village Hall Management Committee agrees to permit the Hirer to use the hall in accordance with the Conditions of use which are attached. **The Management Committee do not accept responsibility for any damage or theft to property.** Also attached are the hall hire charges, the permitted capacity and the attendants' requirements.

**Hire Required:** Main Hall or Committee Room upstairs? (Mark room requirements)  
(Unfortunately the upstairs room does not have wheelchair access. Capacity 20 people)

**Is alcohol to be provided at the event?** YES/NO

**Will it be for sale?** YES/NO (if yes please sign here to confirm you will hold a current Local Authority licence for the sale of alcohol on this occasion).....

**Event**.....Date of event.....

Time of event: from..... to.....

(If you are booking a series of sessions please attach a list of dates and times or contact the Bookings Secretary direct)

- The cost of this booking will be.....per hour, **including electricity.** See over for rates.
- You can collect the key from the Bookings Secretary on.....at .....time
- An invoice will be sent at the start of the following month for one-off bookings, regular hirers by agreement with the Treasurer.
- **A damage deposit of £60 is required for private parties, weddings and for commercial bookings, payable in advance, which will be refunded if there is no damage and the Hall is cleaned satisfactorily.** (Cheques to be made payable to Snape Village Hall)
- **Those groups working with children and vulnerable adults will require their own up to date Safeguarding policies.**

Reasonable preparation and clearing up time are not charged for, unless it prevents the VHMC taking another booking, in which case we reserve the right to apply a charge of £25 to cover any lost income and additional administration costs.

**NO BLUE TAC/STICKY TAPE/PINS ON WALLS OR PAINTED DOORS and NO CANDLES IN THE HALL**

**In the event you have to cancel a booking, please contact the Bookings Secretary, otherwise you will be charged for the hire (with the exception of cancellation due to unforeseen circumstances). This applies to all hirers.**

**Please ensure that the hall is left clean and tidy and that the floor is hoovered or swept and all crockery and cutlery is washed and put away after your event. To keep costs down the hall is only cleaned once a week. The heating and lights must be switched off before you leave.**

I have read and agree to the details on this form, and the conditions attached

Signed.....

Print Name..... Invoice to (if different).....

Organisation.....

Address.....

Phone no.....

**Please copy this form for your own records and return it to:  
Mrs. Janet Bunn, Booking Secretary, 3 Blyth Houses, Church Rd, Snape IP17 1SY  
Tel: 01728 688599 email: [snapevillagehallbookings@gmail.com](mailto:snapevillagehallbookings@gmail.com)**

**Keys to be collected from the Bookings Secretary and returned through the letter box at the end of hire unless otherwise agreed.**