

RIPLEY VILLAGE HALL
HIGH STREET, RIPLEY, SURREY GU23 6AF
Registered Charitable Incorporated Organisation No 1162816

Contact Bookings Clerk
Trish White 07748 531275
info@ripleyvillagehall.org.uk

HIRE AGREEMENT

DATE OF AGREEMENT:

BETWEEN:

RIPLEY VILLAGE HALL (RVH)

&

THE HIRER:

NAME OF ORGANISATION:

CONTACT NAME:

CONTACT TELEPHONE:

CONTACT EMAIL:

CONTACT ADDRESS:

AGREED as follows:

1. In consideration of the hire fee described in clause 5 the Village Hall agrees to permit the Hirer to use the premises described in clause 4 for the purpose described in clause 6 for the date(s) described in clause 2 and the time(s) described in clause 3. The details inserted in clauses 2,3,4,5 and 6 below are terms of this agreement. This Hiring Agreement includes the Standard Conditions of Hire attached and any special conditions of hire separately agreed as an addendum

2. DATE(S) REQUIRED:

DAY:

MONTH:

YEAR:

Single session or regular (delete as appropriate)

3. TIME REQUIRED:

TO:

FROM:

START TIME NOT TO BE PRIOR TO **08.00 MONDAY TO SUNDAY**

PLEASE NOTE ALL FUNCTIONS MUST VACATE THE BUILDING AND CARPARK
BY **22.30 SUNDAY-THURSDAY** AND **23.30 FRIDAY-SATURDAY**

WE WOULD RECOMMEND YOUR FUNCTION FINISHES 30 MINUTES PRIOR TO
THESE TIMES TO ALLOW FOR CLEARING UP AND LOCKING UP

4. PREMISES REQUIRED:

- a) **Main Hall** YES/NO
Kitchen YES/NO

- b) **Small Hall** YES/NO
Kitchen YES/NO

5. HIRE FEE:

One-Off hires: The Hirer shall pay the full hire charge at the time of booking, together with a damage waiver deposit of £150, refundable within 28 days after the event. The booking is not guaranteed until payment has been received in full. In the event of cancellation, 30 days notice in writing is required and the damage waiver deposit and hire charge will be refunded in full. If the Hirer gives less than 30 days notice in writing of cancellation, then the damage waiver deposit will be refunded in full, however the hire charge is non-refundable.

Regular Bookings: The Hirer shall pay monthly/quarterly/annually in advance the full cost of the hire for the month/quarter/annual period.

Damage Waiver: The £150 damage waiver will be refunded within 28 days of the termination of the period of hire, provided that the hall is left in a clean and tidy state for the next user, no loss or damage has been caused to the premises or contents, nor complaints made to the Village Hall about noise or any other disturbance during the period of the hire, in particular late vacation of the premises or car park.

HALL HIRE FEE: £
DAMAGE WAIVER: £150

6. PURPOSE OF HIRE:

Please give a brief description of the activities you will be undertaking during the period of hire

7. STORAGE OF EQUIPMENT:

No items can be left in the hall without specific permission for future events.

8. INFORMATION RE CHARITY COMMISSION:

RVH must act within strict guidelines laid down by the Charity Commission for the purpose of fulfilling our requirements. RVH reserves the right to terminate this Agreement by not less than 28 days in writing to the Hirer, in the event of the Hall being required on the same date/time for the fulfilment of its charitable purposes. In the event of such termination, RVH shall refund any monies paid in advance to the Hirer, without being liable for any further payment to the Hirer in respect of expenses, costs or losses incurred directly or indirectly by the Hirer in relation to the termination.

SIGNED:

DATE:

as or on behalf of the Hirer

April 2017