

**HIRE AGREEMENT**  
**UPOTTERY VILLAGE HALL (The Manor Room)**  
Sandy's Lane, Upottery, Honiton, Devon EX14 9PL

Application for Hire – Page 1 of 2

Today's Date

**Please read all the terms and conditions of hire.**

Print and complete pages 1 & 2 and post to the Bookings Secretary (Edwin Bartlett at address above) with deposit cheque (payable to Upottery Manor Room) or email [upotterymanorrooms@gmail.com](mailto:upotterymanorrooms@gmail.com) and request details for payment of deposit by BACS. Print and keep page 5 (summary of conditions of hire) for your records.

- 1) The village hall named in clause 1.2 acting by its management committee ('Village Hall (The Manor Room)').
- 2) The person or organisation named in clause 1.3 ('Hirer').

**AGREED as follows:**

**1.1** Date(s) required: Day/s \_\_\_\_\_ Month

Time (hours) required from \_\_\_\_\_ to

**1.2** Pages 3 & 4 (summary of T & Cs and contract for you to print, sign and bring with you please).

**1.3** Hirer:

a) Name (individual hirer) \_\_\_\_\_ email

b) Organisation (if applicable) \_\_\_\_\_ email

c) Name of Organisation's Authorised Representative

Address

Contact Telephone numbers: Mobile \_\_\_\_\_ Landline

**1.4** Hire Fee £ \_\_\_\_\_ Deposit (one-third of final fee)  
(For confirmation of the fee, please email [upotterymanorrooms@gmail.com](mailto:upotterymanorrooms@gmail.com))

The Hirer shall pay a deposit. The balance of the booking fee is payable on or before the conclusion of the event for which the premises are booked.

**1.5** The premises comprise:

Main Hall \_\_\_\_\_ Meeting Room \_\_\_\_\_ Kitchen

Please indicate (with a tick) which parts of the building you require, or if you require the whole building.

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**1.6** Purpose/description of hiring (please see item 2 of terms & conditions for licence).

Commercial use? Yes/No (Recognised charities may qualify for a discount).

**1.7a** Will tickets be sold for your event? Yes/No

**1.7b** Is food to be provided for this event? Yes/No

**1.7c** Is a bar required? Yes/No (If yes, you will need written consent to obtain a licence (see 2.4 of Hire Agreement - Terms and Conditions).

Is the stage extension required? Yes/No (There may be an extra charge for this).

State whether this will be a private or public event

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

Signed

Dated

**I the above confirm that I have read and agree to the terms and conditions of hire.**