

# 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, if required, (payable to Upottery Village hall), 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) Upottery Village Hall (The Manor Room), acting by its management committee, and
- 2) The person or organisation named in clause 1.3 ('Hirer')

**AGREED as follows:**

In consideration of the hire fee described in clause 1.4, the Village Hall agrees to permit the Hirer to use the premises described in clause 1.5 for the purpose described in clause 1.6 for the period(s) described in clause 1.1.

**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 £ \_\_\_\_\_ PAYABLE IN ADVANCE or as agreed with bookings secretary.  
(For confirmation of the fee, please email [upotterymanorrooms@gmail.com](mailto:upotterymanorrooms@gmail.com))

The bookings secretary may require the Hirer to 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.

Deposit (if required: one-third of final fee) £ \_\_\_\_\_

Security Deposit (if required) £ \_\_\_\_\_  
(refundable subject to the premises being vacated in clean, undamaged condition).

**1.5** The premises comprise:

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

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

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

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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.

**I confirm that I have read and agree to abide by the terms and conditions of hire (in full on our website, a summary attached hereto) and further, that the Committee may hold and use my personal data, pursuant to the General Data Protection Regulations, for the purposes of this hire agreement.**

Signed \_\_\_\_\_

Dated \_\_\_\_\_