

## Hawkley Parish Hall – Signed Agreement

An agreement between:

The Trustees of the Hawkley Parish Hall (HPH), Registered Charity 301847

and Name: \_\_\_\_\_ (The Hirer)  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

For the period: ..... hrs to .....hrs, on the .....20... (date)

For the purposes of : \_\_\_\_\_

And including the following facilities of the Hall : (please tick)

- Hall
- Bar
- Church Room
- Kitchen
- Cooking facilities/dishwashing
- Pitch

By signing this Agreement the Hirer acknowledges that they have read the Terms and Conditions for Hire posted on the Hawkley Village website ( [www.hawkley.org](http://www.hawkley.org) ), as well as the Additional Advice, and they agree to accept these and abide by them.

In brief, the Hirer is responsible for : payment of rental when due, the safety of the Hall and all its equipment, any damage to the hall or equipment, all people attending this function and any third party injury caused by this function, ensuring that all licences are complied with, the law is fully respected, the abatement of noise, returning the Hall and its equipment clean and in full working order at the end of the period of Hire, the locking up of the building, and the HPH accept no liability whatsoever under any of these headings.

Signed: \_\_\_\_\_ The Hirer      Payment enclosed \_\_\_\_\_

Deposit \_\_\_\_\_

Dated: \_\_\_\_\_

Total \_\_\_\_\_

Refundable security deposit required (£100 for a standard hall booking and £200 for parties and weddings)- **Cheques payable to ‘Hawkley Parish Hall’**

**100% of booking fee payable at time of booking** for all bookings less than £100- otherwise 50% of the booking fee is required at time of booking with the final 50% due 14 days prior to the booking.

**A charge of £100** will be made if the keys for the Hall are lost or otherwise not returned to the Booking Secretary.

**A charge of £100** will be made if the external doors are found to have been left open at the end of hire. In the event that the Hirer cancels the booking, which will only be accepted by the HPH if it is given in writing to the Booking Secretary, the security deposit will be returned but the following charges will be applied:

- More than 3 months notice: fully refundable
- More than 28 days notice: 25% of the hire cost
- Less than 28 days notice: 50% of the hire cost.
- Less than 14 days notice: 100% of the hire cost