

## 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.

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

Deposit \_\_\_\_\_

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

Total \_\_\_\_\_

Refundable security deposit required (£100 for a standard hall booking and £300 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

July 2020

## **Hawkley Village Hall, Upper green, Hawkley GU33 6NA**

Thank you for booking your event at Hawkley Village Hall. For collection/return of the keys please contact:

Lya Gavin, The Old School House, Hawkley GU33 6NA

[bookings@hawkley.org](mailto:bookings@hawkley.org)

Tel: mobile 07399 143 415

### **USE OF KITCHEN and MAIN HALL**

- The Kitchen equipment now includes an industrial dishwasher as well as a range cooker. Please follow the safety guidance and user instruction leaflets for all the equipment. These can be found on the walls next to the item.
- Please use extractor fan if using the cooker- switch on wall on right hand side.
- Take care of the wooden floor in the main hall. Wipe any spillages immediately with damp/dry cloth. **Under no circumstances use a wet mop on the wooden floor.**

### **END OF SESSION**

- Stow away all equipment. All chairs and tables to be wiped clean and returned to the store-room in the same place as they were found as all storage is pre-allocated for each group that uses the hall.
- **PLEASE TAKE AWAY ALL WASTE MATERIAL.** Empty kitchen bin and remove empty bottles. A removal fee will be deducted from your deposit if this is not done.
- Check that all electrical appliances are turned off and unplugged where necessary.
- **Close all internal doors and secure all outside doors and windows properly- make sure all external doors are locked- including changing room doors.**
- **Switch off lights.**
- **All floor spaces to be swept and/or vacuumed.** Kitchen floor to be mopped if dirty.
- Drain dishwasher (if used) as per instructions on the wall, don't forget the final rinse.
- All defects and breakages are to be reported to the Trustees at the end of the hire.
- Please ensure your guests leave the hall quietly – we are central within the village, so please respect our neighbours' property.
- Please leave the kitchen area as clean as you found it.
- Please check all areas (including the toilets) before you leave to make sure they are unoccupied and clean and tidy.
- Arrange for key return.
- **Your deposit is at risk if you do not do all of the above.**