

MOULTON VILLAGE HALL
(Registered Charity – No.1002083)

Hire Agreement – 2010-10-001

HIRER: **Name of Contact:**

Organisation:

Contact Address/Tel: No:

DETAILS OF HIRE:

<u>Date:</u>	<u>From: To:</u>	<u>Duration Hours(s)</u>
1 st Sept to 31 st Dec 2010	10.00 – 11.00	1
Hourly Charge: £9.00		
	Deposit	Due: £ 0.00
	Balance	Total Due: £ 9.00

KEY CONTACTS POINTS:	Mark Price:	07954 362822
	John Derry:	01638 552809
	Bill Rampling:	01638 552631
	Richard Marshall:	01638 750488

**SUMMARY OF TERMS OF AGREEMENT AND RESPONSIBILITIES OF THE HIRER
UNDER THE LICENCE**

It is the responsibility of the Hirer to ensure that the Hall is looked after, and at the end of the event, is left in a clean and tidy condition. The Hirer is responsible for clearing the hall, wiping and putting away all equipment, cleaning all kitchen surfaces, sweeping/mopping all floor areas including the changing rooms, making sure the toilets are thoroughly cleaned and flushed. Any damage or loss must be reported immediately to the Bookings Clerk.

PLAYING OF MUSIC AND SELLING ALCOHOL DRINKS: The village Hall Licence covers **music and dance until 11:00pm, although late licences can be arranged on application to the Treasurer.** A full bar service can be arranged with the Moulton Kings Head – Tony and Donna Jones – Tel no, 01638 554785. The Village Hall and the Car Park must be vacated within 30 minutes of the end of the event and no later than 23:30, (unless a late licence is granted, where later timings will be confirmed). **Please note any infringement beyond the agreed time is an infringement of the law and could be liable to prosecution.**

CHILDREN’S TOYS: The children’s toys and equipment on the shelves in the new store room belong to regular hirers of the hall and must NOT be used.

USE OF OUTSIDE AREA: The use of the car park is included in this agreement for the parking of cars only. The Hirer must contact the Parish Council Clerk (Tel: 01638 720971) if any area outside the Village Hall is required for use at any function. These areas will be subject to a separate agreement, depending on proof of insurance and the payment of a nominal charge.

PLEASE PRINT 2 COPIES - SIGN ONE COPY AS YOUR AGREEMENT TO THE ABOVE TERMS AND CONDITIONS AND RETURN IT TO THE TREASURER AND RETAIN THE SECOND COPY AS YOUR RECEIPT OF BOOKING:

Please make payments online to **HSBC 40-34-38 71424475** (Ref. No. 2010-10-001) or cheques should be made payable to: Moulton Village Hall

The Treasurer, Mark Price, 15a Newmarket Road, Moulton, Newmarket, Suffolk. CB8 8SS

Signed Print Name.....

Date: Payment: £

ALL BOOKINGS ARE PROVISIONAL UNTIL A DEPOSIT OR PAYMENT IS MADE ONLINE OR BY
CHEQUE, (THIS FORM MUST BE RETURNED BEFORE THE DATE OF HIRE)

If you require a written acknowledgement of your booking, please email treasurerrmvh@moultonsoffolk.co.uk