

Woodhurst Village Hall

Equipment Conditions of Hire

The Hirer shall during the period of hire be responsible for the equipment being hired.

The Hirer shall not sub-let the equipment being hired without prior written agreement of the Committee.

The Hirer shall be responsible for ensuring the cleanliness of the equipment being used during the period of hire.

The Hirer shall not do anything which may endanger the equipment being hired.

The Hirer should ensure that they hold appropriate public liability cover for the events that they organise including for the equipment being hired and shall indemnify the Woodhurst Village Hall Management Committee for any loss or damage caused. The Woodhurst Village Hall Management Committee shall not be held responsible for any liability claims during the hire period.

The Hirer shall indemnify the Committee for the cost of repair of damage to any part of the equipment during the period of hire.

The Hirer shall pay a deposit which shall be refunded subject to the satisfactory and clean return of the equipment being hired.

The Hirer shall be responsible for returning the equipment being hired in a clean and tidy condition and returning the equipment to the designated committee member by the Agreed Time. An additional charge will be made should the equipment being hired be left in an unsatisfactory condition.

Cancellation

The Committee reserve the right to cancel the hiring in the event of the equipment being required for use within the Village Hall, in which case a full refund of any deposits paid will be made.

In the event of the equipment being rendered unfit for the use for which it has been hired the Committee shall not be liable to the Hirer for any resultant loss or damage whatsoever.

If the Hirer wishes to cancel the booking with less than 14 days notice, the repayment of any deposit shall be at the discretion of the Committee.

The Committee reserves the right to terminate the hiring at any time for reasons outside the control of the Committee and return any moneys paid.

Payment and Deposit

Accounts must be settled on collection of the equipment and any additional payment due shall be settled within 7 days of the invoice being presented. Accounts not settled within this time will attract an administration fee of £10.00.

A deposit will be required at the time of booking. Deposits are non-returnable if the booking is cancelled within 7 days of the let and is at the Committee's discretion if the booking is cancelled within 14 days of the let.

Charges

The approved charges are set out below. The Committee reserves the right to vary charges.

| Equipment | Quantity available | Hire Charge for 24 hour period | Deposit |
|--|--------------------|--------------------------------|---------|
| Cups and Saucers | 72 | £10 for all or part | £20 |
| Tea pots (4 cup) | 16 | | |
| Milk jugs | 18 | | |
| White dinner plates side plates and bowls | 24 72 24 | | |
| Cutlery (knives, forks, spoons, teaspoons) | 60 | | |
| Trays | 8 | | |
| Glasses (wine, pint, half pint) | Varies | £5 | £5 |
| Stacking plastic chairs | 75 | £10 per 4 tables and 24 chairs | £10 |
| Tables seating 6 | 12 | | |
| Card tables | 10 | £5 for 4 | |
| Party Tent (3m x 6m) <i>to be erected and dissembled by VH Management committee only</i> | 1 | £30 | £10 |
| Party size charcoal barbecues | 2 | £5 each | £5 |

The Village Hall car park is also available for your overflow parking needs for a donation of £10 per 24 hour period.

General

Any dispute on the hiring, use or damage of the equipment during a period of hire shall be determined by the Chairman of the Woodhurst Village Hall Management Committee. If agreement cannot be reached with the Hirer the matter shall be determined by the Chairman of Woodhurst Parish Council.

WOODHURST VILLAGE HALL

HIRE AGREEMENT made on the date (1) between Woodhurst Village Hall Management Committee (2) and the Hirer (3) whereby the Committee agrees to permit the Hirer to use the Equipment (4) for purposes (5) and for the period (6) subject to payment of the fees (7).

1. Date of Agreement:
2. Woodhurst Village Hall Management Committee by their authorised representative:
Name: Committee Position:.....
of Address:.....
.....
Tel. No.
3. Hirer: (a) Organisation:
(b) Authorised representative:
Address:
.....
Tel. No.
4. Property: Equipment belonging to Woodhurst Village Hall as marked up in the charges table above
5. Purpose of Hiring:
6. Period of Hiring: Dates (s) :.....
Between the hours of: and
7. Hiring fee: £
Less deposit £
.....
Balance £ payable on collection of the items being hired

I have read and agree to abide by the **Conditions of Hire** of Equipment belonging to Woodhurst Village Hall and the **Woodhurst Village Hall Rules** and agree to make any additional payment which may be necessary in connection with the obligations contained therein.

(1) Signed: Date:
For and on behalf of Woodhurst Village Hall Management Committee

(2) Signed: Date:
Hirer (Print Name:.....)