

Elsing Village Hall
 Church Street
 Elsing
 Dereham
 NR20 3EA



Judi Graham
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HIRE AGREEMENT

*Description of event: (please include number of people attending)		
Date & time from:	Date & time to:	
<i>Hirers Details (must be over 18 years old)</i>		
Hirer's Full Name		
Address		
Contact Number (s)		
Email		

Hire terms and conditions:

1. The hire fee is charged at £8 per hour. The discounted rate of £6 is offered to Elsing residents only.
2. Payment is required in full in advance of any booking. Cheques payable to 'Elsing Village Hall'.
3. A refundable cash (damage) deposit of £50 is required from non-residents.
4. In accordance with the Hall's Fire Regulations, the premises allow a maximum of:
 - 60 persons seated at tables.
 - 50 persons dancing with tables/seating.
 - 80 persons dancing without tables.
 - 70 persons seated at an audience event.
5. The hirer is responsible for the following:
 - To be present throughout the hire event.
 - To comply with any licencing for music or sale of alcohol.
 - Any damage to Elsing Village Hall property (to be reported immediately).
 - To ensure the Hall is handed back in a clean and tidy condition.
 - To remove ALL rubbish off site.
 - To ensure ALL electrical appliances are unplugged and switched off.

It is agreed, the above terms and conditions of hire have been read and understood by:		
Hirer's Signature		
Full name in capitals		Date:
Management Signature		
Full name in capitals		Date:

*If an event is for a registered charity, hire fees may be waived at the discretion of the Trustees.