

Elsing Village Hall
 Church Street
 Elsing
 Dereham
 NR20 3EA



Judi Graham
 Call: 01362 637554

Email: villagehallelsing@gmail.com

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 £15 per hour. The discounted rate of £8 is offered to Elsing residents only.
2. Payment is required in full in advance of any booking. Cheques payable to 'Elsing Village Hall'.
3. 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.
4. 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.