

Fiskerton Village Hall Hire Agreement

Registered Charity No. 512025

Please read attached Conditions of Hire and Fire Safety information before completing and signing this Hire Agreement. All payments for Functions (including returnable security bond) must be paid in advance of booking being accepted and confirmed.

Hire Rates: **Regular users:** £12.00 per hour (Minimum of 10 bookings per year)
 Functions: £18.00 per hour plus separate additional returnable security bond of £50

Please make both cheques payable to Fiskerton Village Hall.

Return the form with payment to: -

Carole Mackinder, Hope Cottage, Nelson Road, Fiskerton, LN3 4ER.

Telephone: 07510 281 232.

Event:		Date Required:	
Time from:		Approximate number attending:	(Max 120)
Time to be vacated:		Bar Required?	Yes / No

Hirers Name:

Address:

Post Code:

Telephone:

Mobile:

Email:

I have received and read the Conditions of Hire and Fire Safety Information. As the HIRER, I confirm I am at least 18 years of age and that I hereby accept responsibility for being in charge for the duration of the event and for ensuring that all conditions of hire are met by myself and any third parties attending.

Fiskerton Village Hall follow the Governments directive on General Data Protection. By ticking this box and signing below I consent to Fiskerton Village Hall storing my data for the purpose of making this booking only.

I understand that my data will not be passed on to any third party.

Please tick ☐

Hirers Signature: _____

Date: _____

OFFICE USE ONLY

Hirers Name

Date of Event

Times of event

Hiring agreement terms and conditions signed and returned Y / N

Set-up time prior to event agreed with booking secretary Y / N

Payment received Y / N

£50 Bond received Y / N

Invoice required Y / N

Hire rate total: _____ Cash / CHQ

Booking acknowledged and confirmed Y / N

Booking Cancelled Y / N

Bond refunded Y / N

Bond withheld and reason