



Hildersham Village Hall Trust Educational Hiring Agreement

To be completed by the Hirer :

HIRERS NOTES & INFORMATION

➤ Please check and fill in the missing information:

Name of Hirer / Organisation: <small>(If Hirer is an Organisation, IT IS MANDATORY to please provide below a NAMED INDIVIDUAL)</small>				
Named Individual: - THE 'RESPONSIBLE PERSON':				
Confirm Address of Hirer:				
Two Contact Numbers: (if appropriate) :				
E-mail address:				
Confirm Dates of the Bookings required:	SUBJECT	SUBJECT		
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
Confirm Hiring Type	<input type="checkbox"/> SOCIAL GROUP	<input type="checkbox"/> CHILD PARTY	<input type="checkbox"/> ADULT PARTY	<input checked="" type="checkbox"/> Education
<small>(please circle the Hiring & Session Period required)</small> Confirm Session Type:	Hourly Rate	<input type="checkbox"/> AFTERNOON (1pm-5pm)	<input type="checkbox"/> EVENING (6pm-12am)	
	<input type="checkbox"/> EARLY EVENING (5pm-12am)	<input type="checkbox"/> DATEDAY (9am-12am)		<input type="checkbox"/> WHOLEDAY (9am-12am)
Confirm Session Start Time:	As above	Confirm Session Finish Time:	As above	
Do you intend to have any Licensable Activity? <small>(i.e. ANY PROVISION OF ALCOHOL, REGULATED ENTERTAINMENT OR ANY LATE NIGHT REFRESHMENTS) For Guidance & to Discuss please contact the HVHT Treasurer on 01223 892430 or info@hildersham.org.uk</small>	(SEE NOTES ABOVE & HIRING CONDITIONS 11-15) Not applicable			
For Educational Class: Subject to be studied:	As above			
If a Branch, name of main body:				
I agree to pay the Hire Charge of			Per Session hour	



Hildersham Village Hall Trust
Educational Hiring Agreement

No of session hours Required		Total Cost of Hiring's	£
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I have read and understand and fully accept all the requirements of the Hildersham Village Hall Standard Hiring Conditions.

I am the designated "Responsible Person" and I fully accept responsibility for any damage/loss incurred to Hildersham Village Hall or its contents during the period of hire.

Signed by the named "Responsible Person":	Date:

Please Print name:	
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Please complete and return the **HIRING AGREEMENT FORM** to:

MR ANDREW WESTWOOD-BATE

By Hand to:

5 Meadowlands, Hildersham, Cambridge CB21 6DE

By Post to:

Hildersham Village Hall Trust, PO Box 1112, Balsham, Cambridge CB21 4WP

By Email to:

villagehall@hildersham.org.uk

If you have any questions please phone 01223 892430 or 0777 7653122

Note: The Trust Treasurer will send you an Invoice at the end of your hiring period.

All cheques should be made payable to: "HILDERSHAM VILLAGE HALL TRUST" or "HVHT"

"It is the intention of Hildersham Village Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations".

*The Hildersham Village Hall Trust hopes you have a safe time
and you thoroughly enjoy your Hire Period*

If you are intending to have **ALCOHOL** or any form of **REGULATED ENTERTAINMENT**, or have any form of late Night Refreshment. Under the terms of the Licensing Act 2003 you will require a **TEMPORARY EVENT NOTICE (TEN)** these are issued by SCDC.

To discuss your requirements on this matter and for help with your TEN application, please contact the Trust's Personal Licence Holder on 01223 892430 or email: info@hildersham.org.uk

(For more details of requirements please see Hildersham Village Hall Standard Hiring Conditions section 11 – 15).

(For Temporary Event notice application the Hildersham Village Hall Ordnance Survey Reference 545485)