

Birch Memorial Hall

HALL HIRE APPLICATION and AGREEMENT

Applicant / Hirer

Name:	
Address:	
Telephone:	

Date, Hours and Purpose of Requested Hire

Date:	
Hours:	From: AM / PM To: AM / PM
Purpose or Event:	

Birch Memorial Hall Management Committee agrees to hire the Hall to the above-named Applicant, for the period and for the purpose or event specified above, subject to the Committee's standard terms and conditions enclosed herewith and the terms set out hereunder.

The Applicant will be personally responsible for the safety of the hall and its contents during the hire period, and be liable for the costs of any loss or damage suffered during the hire.

Fees and Damage Deposit

Hire Fee:	£ Cheque payable to 'Birch Memorial Hall'
Cancellation Fee:	A fee equivalent to the Hire Charge above is payable if the booking is cancelled with less than 7 (seven) days notice.
Damage Deposit:	£ Payable by CASH ONLY. Non-returnable in event of damage.
The Hire Fee and Damage Deposit are both payable BEFORE date of hire.	

Key Collection and Return

Key Collection:	The Hall key may be collected 15 minutes before start of the hire period. Collect from Mrs E Bowtle, Hollybrook House, Birch Street, CO2 0ND Tel: 01206 330388
Key Return:	The key must be returned no later that 30 minutes after the end of the authorised hire period, unless previously agreed otherwise.

Sale of Alcohol on the Premises

The Hirer shall be responsible for arranging the necessary licence, and observing all the conditions of that licence, if alcohol is to be sold on the Hall premises during the hire period.

Signed this _____ day of _____ Two Thousand and _____

Applicant / Hirer: _____

For and on behalf of Memorial Hall Management Committee: _____