

## HIRE AGREEMENT

Maiden Bradley Memorial Hall, Maiden Bradley, High Street, Warminster, Wiltshire BA12 7JG

Telephone: 01985 845303

<b>Agreement</b>	-----/-----/20-----
<b>Date of Event</b>	-----/-----/20-----
<b>Name of Person*/Company* Hiring MBMH</b>	
<b>Contact Address</b>	
<b>Contact Email &amp; Telephone No.</b>	<b>Email:</b>  <b>Telephone:</b>
<b>Reason for Hire (Please give brief description)</b>	
<b>PLEASE NOTE:</b> <ul style="list-style-type: none"> <li><i>Anyone signing this on behalf of any person or company must be over 21 years of age and needs to either be present throughout the whole event or name the responsible adult (over 21 years of age) whom they are signing on behalf of, who will be present throughout the whole event.</i></li> <li><i>Under no circumstances is alcohol to be served or supplied to or consumed by any persons under the legal age limit of 18 throughout the entire event, on the premises or within the grounds of MBMH. THIS IS THE LAW. Anyone found serving or supplying alcohol to any persons under age or if anyone under age is found to be consuming alcohol within the premises, or on the grounds, will be asked to leave the premises and this could affect any agreement or future hire and could terminate the current hire agreement effective immediately.</i></li> </ul>	
<b>Named Responsible Adult (if not the person signing)</b>	<b>Signed: .....</b> (PLEASE PRINT)
<b>MBMH Hire Agreed by</b>	<b>Signed: .....</b>

Maiden Bradley Memorial Hall will not pass on any personal information to any third party. Data Protection Policy is available on request.

HIRER'S REQUIREMENTS	
Hours MBMH required (including preparation times/details)	<p>Entry required from:</p> <p>Event commences:</p> <p>Event ends:</p> <p>Hall required until:</p> <p>Total hours MBMH required for hire:</p>
Use of Kitchen (cooking, food preparation Washing up)	<p><b>Required</b> (please circle)</p> <p style="text-align: center;">Yes                      No</p> <p>Caterers or private use? (please circle)</p>
Use of Kitchen (limited use – drinks only)	<p><b>Required</b> (please circle)</p> <p style="text-align: center;">Yes                      No</p>
Areas Required	<p>HALL                      KITCHEN                      CAR PARK                      GROUNDS</p> <p style="text-align: right;">(Please circle)</p>

<b>CHARGES</b>		
<p>Villagers: £17.50 per hour</p> <p>Non Villagers: £25.00 per hour</p> <p>(£50 Concessionary rate for residents for bereavement events)</p> <p>Note: 1 hr setting up &amp; 1hr clearing away free of charge</p>	<p><b>Total amount or £50.00 hire deposit</b></p>	<p><b>Amount enclosed:</b></p> <p>£.....</p> <p>Yes                      No</p> <p><i>Please circle</i></p>
<p><b>Drinks License</b></p>	<p>£.....<i>current rates apply</i></p>	<p><b>Amount enclosed:</b></p> <p>£.....<b>N/A</b>.....</p> <p>Yes                      No</p> <p><i>Please circle</i></p>
<p><b>Time extension</b></p>	<p><b>£25.00 per hour</b></p>	<p><b>Amount enclosed:</b></p> <p>£.....<b>N/A</b>.....</p> <p>Yes                      No</p> <p><i>Please circle</i></p>
<p><b>Damage deposit</b></p>	<p><b>£100.00 (cheque accepted to be returned after event if no damage fee incurred)</b></p>	<p><b>Amount enclosed:</b></p> <p>£.....<b>N/A</b>.....</p> <p>Yes                      No</p> <p><i>Please circle</i></p>

### **Booking Instructions:**

- Deposits are due 1 calendar month prior to event date.
- Any late payment of booking fee will incur a late payment fee of £10.00.
- All payments via cheque need to be made payable to Maiden Bradley Memorial Hall.
- Payment by BACS and cash are both accepted. Please ask for BACS details.
- All payments need to be made separately with reference to each charge for example, cleaning deposit, damage deposit, booking deposit/full payment, drinks license.
- Confirmation emails of intended bookings made via telephone can be provided upon request.

### **Event Instructions:**

- The kitchen and Hall need to be cleaned to the standard that they are found in within the hiring period and times stated within this agreement.
- If the cleaning is not completed within this time and to a satisfactory standard the cleaning deposit will not be returned.
- **NOTE:** Due to increase in charges, imposed by Wiltshire Council, for refuse collection any rubbish created **MUST BE REMOVED BY USERS.**
- Hall furniture (e.g. tables & chairs) moved or re-arranged **MUST** be replaced where found.
- Should any additional hours be required without prior arrangement for event extension or clean up this will be an additional charge of £25.00 per hour.
- It is advised that cleaning times take between 1-2 hours dependent on level of cleaning required.
- Any decorations, posters, company merchandise or materials and displays need to be removed at the end of the event. If there are substantial materials left within the MBMH or its grounds that need removal, your cleaning deposit will not be returned.
- If there is any damage caused within the kitchen or hall or to anything belonging to the MBMH that is less than £100.00 the cost to repair or replace will be deducted from your Damage Deposit.
- Any damage caused within the kitchen or hall or to anything belonging to MBMH that incurs repair or replacement costs of more than £100.00 please refer to indemnity clause 8 within the Conditions of Hire.
- Under Insurance rules 'The Hirer' must ensure minimum of £5m (million) of public liability is secured prior to event for any hire undertaken for commercial purposes.

**NOTE: Maiden Bradley Memorial Hall & surrounding area is a NO SMOKING ZONE**

I hereby agree that the Standard Conditions of hire outlined within pages 1-3 of this agreement, together with the Special Conditions of Hire (attached) outlined in clauses 1–19, shall form the Terms and Conditions of Hire of Maiden Bradley Memorial Hall (otherwise known as Maiden Bradley Memorial Hall), unless specifically stated as excluded, and that all terms and conditions will be adhered to.

I declare that any and all information given in this agreement are correct to the best of my knowledge and I acknowledge that any misstatement or misrepresentation will invalidate this agreement.

I have read and understood all of the Terms and Conditions of Hire set out within this agreement.

**SIGN and RETURN pages 1,2,3, 5 to:**

**Treasurer, Maiden Bradley Memorial Hall, High Street, Warminster, Wilts, BA12 7JG**

**Note: page 4 may be retained by Hirer for information.**

Signature of Hirer:.....Date:.....

Name of Hirer (please print).....

Name of Organisation:.....

Contact telephone no:.....

