

The Itchen Abbas and Avington Village Hall Single Let Hiring Agreement

This Agreement is made on ___/___/___ between **THE ITCHEN ABBAS AND AVINGTON VILLAGE HALL MANAGEMENT COMMITTEE** ("THE COMMITTEE") and **THE HIRER** named in section 5, whereby in consideration of the sum(s) mentioned in section 3, **THE COMMITTEE** agrees to permit **THE HIRER** to use the **Itchen Abbas and Avington Village Hall, or part thereof, for the purposes described in section 2.**

PLEASE COMPLETE ALL PARTS MARKED WITH STARS *

1. **Date(s) required:** - Day(s) _____ Date(s) ____/____/_____
Time Required: - From _____ To _____

HOURS INCLUDE PREPARATION AND CLEARING UP TIME. IF ACCESS IS REQUIRED ON THE DAYS BEFORE OR AFTER, THESE ARE INCLUDED IN "Date(s) required" ABOVE.

PLEASE NOTE THAT IF THE EVENT IS UNTIL MIDNIGHT, THIS MUST INCLUDE CLEARING UP AND ANY CLEANING TIME. OTHERWISE ADDITIONAL TIME MUST BE BOOKED FOR CLEARING UP ON THE FOLLOWING MORNING (see Conditions of Hire section 17).

***Facilities required** (Please tick as appropriate)

<input type="checkbox"/> Entire Building	<input type="checkbox"/> Sound System
<input type="checkbox"/> Edmonds Room (Large Hall) + kitchen only	<input type="checkbox"/> Piano
<input type="checkbox"/> Burge Room (Small Hall) + kitchen only	<input type="checkbox"/> Piano for concert performance
<input type="checkbox"/> Kitchen only	

- *2. Details and Purpose of Hiring:** Please tick lines **a & b** and answer **YES** or **NO** to the remainder.
- a) Private Event ___ Public Event ___
b) Lunch/Dinner ___ Meeting ___ Lecture/Talk ___ Party ___ Dance/Disco ___ Tick more than one, if necessary.
c) If Party or Disco, please state if there will be significant attendance by under-18s (see 5 below): YES or NO ___
d) Will music be played at the event? YES or NO ___
e) Will alcohol be sold at the event? (see note below) YES or NO ___
f) Will the Hall be used for Commercial purposes? YES or NO ___

If YES to f), please provide a copy of your certificate of insurance for public liability.

Please Note

'Sale' of alcohol includes its supply in return for payment in a ticket price.

The Village Hall's licence covers the sale of alcohol, but the Committee must inform its Designated Premises Supervisor, currently The Naked Grape in Alresford, of all events at which alcohol is 'sold'.

The necessary form for this purpose may be obtained from the Booking Secretary or the Naked Grape.

3. **Hiring Fee:** £ _____
Initial payment £ _____ currently dated cheque for 50% of hiring fee
Balance payment £ _____ cheque dated 21 days prior to the date of event for remaining 50%
Security Deposit: £ _____ **SEPARATE CHEQUE** dated 21 days prior to date of event

Schedule of payments

THE HIRER shall pay immediately at least one half of the hiring fee. A cheque for the balance must also be provided immediately but dated 21 days prior to the date of the event for which the Hall has been hired.

A separate security deposit cheque (also dated 21 days prior to the date of the event) is also required together with the 2 hiring fee cheques. This cheque will be destroyed (unless you request it be returned to you – see below) providing the hall or contents are not damaged, nor extra cleaning costs are incurred nor there are serious breaches of the Conditions of Hire (in which case, the security cheque will be banked and used by THE COMMITTEE).

Please tick if you want the security deposit cheque to be returned to you if not used.

4. VILLAGE HALL MANAGEMENT COMMITTEE:

Authorised Representative: Mrs Jenny Sloan, Hall Manager & Booking Secretary
Address: Woodland Halt, Old Station Road, Itchen Abbas, Winchester, Hants. SO21 1BA
Email address: manager@iaavillagehall.co.uk

