

ONCE COMPLETED TO BE RETURNED TO MARDEN MEMORIAL HALL ALONG WITH HIRE FEE AND DEPOSIT

Marden Memorial Hall, Goudhurst Road, Marden, TN12 9JX
Bookings: 07737 521761 / Email: mardenmemorialhall@yahoo.co.uk
Out of hours/emergency when using the hall: 07719 619019

MARDEN MEMORIAL HALL HIRING AGREEMENT

AGREED as follows:

In consideration of the hire fee the Memorial Hall Management Committee agrees to permit the Hirer to use the premises for the period described (1); to the person detailed in (2); and for the purpose of hire in (4) below. The details and the answers given below are terms of this agreement. This Hiring Agreement includes the Hiring Terms and Conditions set out in the attached document.

1. Dates(s) Required:

Date(s)

Time required: From: To:

(Setting up time will need to be included in the hours required.)

2. Hirer Details:

- (a) Name
- (b) Organisation *(if appropriate)*
- (c) Name of Organisation's Authorised Representative
- (d) FULL Address
- (e) Postcode
- (f) Contact Telephone Numbers
- (g) Email Address

3. Payment:

Hire Fee £

Deposit £

The Hirer shall pay the damage deposit at the time of booking together with full payment of the hire charge.

This damage deposit will be refunded within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents nor complaints made to the Memorial Hall Management Committee about noise or other disturbance during the period of the hiring as a result of the hiring.

4. Purpose of Hire:

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Commercial Use? Yes/No

Will this be a public or private event? Public / Private
(please delete as appropriate)

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5. Premises

Whole of hall

Is kitchen/stage required?

Please take all rubbish away with you.

6. Food (Hot/Cold)

Is food to be provided at the event?

Please note that the kitchen is not licensed as a catering kitchen.

7. Hall Licence

(a) Do you wish alcohol to be available at your event?

If you answer yes to the above question, please see Licensing paras 3-6 in Terms and Conditions for details on how to obtain a Temporary Event Notice.

8. Outside Hire? (Bouncy Castles/Other equipment hired for use at your Event)

(a) Please provide a certificate of Public Liability from the hire company 14 Days prior to your event. Inflatables permitted in Main Hall only.

I agree to abide by the Hiring Terms and Conditions of Marden Memorial Hall.

Signed: Date:

Please sign this copy and return with the damage deposit and hire fee. The Hiring Terms and Conditions should be kept for your information.

Bank details for return of damage deposit: Name:

Account No..... / Sort Code

**Details of Payment
(for office use only)**

Deposit Received Y / N	Amount	Date.....
Cheque / Cash / BACS		
Balance Received Y / N	Amount	Date.....
Cheque / Cash / BACS		