

MOIRA VILLAGE HALL HIRE AGREEMENT – CASUAL USERS

This agreement is valid from **1/02/2026** until **31/01/2027** and is made between the Moira Village Hall Trust and the Hirer named below. The Trust agrees to permit the Hirer to use the premises for the period and purpose stated.

- Hall use is limited to the following hours:-
Monday to Saturday 9.00am – Midnight
Sunday 9.00am – 11.00pm
- Maximum numbers permitted (seated):-
Maple Hall 150 or 180 theatre style
Onyx Youth Wing 50
Cosy Chestnut 25

PLEASE PRINT AND USE BLACK INK

HIRER

Organisation Name: _____

Contact Name: _____

Address: _____

Postcode: _____ Email Address: _____

Landline Number: _____ Mobile Number: _____

PERIOD AND PURPOSE OF HIRE

Hire Date/s:- _____

Start/finish time (include preparation & cleaning time): _____

Type of event e.g. Wedding, birthday etc.: _____

Is this a 18th or 21st Birthday? YES / NO **If YES, Please complete our additional form for 18th Birthdays**

Is this a Public Event? YES / NO **If YES, then Special Conditions of Hire Apply.**

Are you hiring a bouncy castle? YES / NO **If YES, please see last page for details.***

Disco: Name (if known): - _____ Contact no:- _____

- **Please note that disco smoke will set off the Fire Alarm, so must not be used in any circumstances** •
A 3/8th Jack is required if you wish to use the PA/music system.

Are you planning to provide alcohol for sale at the event? ***YES/ NO** (adult parties & special occasions only)

***If YES – Diane Hart who is our designated premises supervisor at the Railway Inn can provide bar facilities for £50. Her phone number is 01283 217453 / 07807 247590. No other arrangements for the sale of alcohol will be authorised without prior discussion and agreement between Trustees and Diane Hart.**

- The bar is **CASH** only as there are no facilities to take a card
- The bar will close 30 minutes before the end of the period of hire
- Bar staff have absolute discretion on who they serve and will not tolerate any type of abuse
- We actively promote the licensing objectives and will not under any circumstances tolerate attempts to buy alcohol for, or supply alcohol to, anyone under the legal age for drinking alcohol.

Continued over

HIRE FEES (including kitchen facilities) – please indicate.

for office use only

MOIRA VILLAGE HALL HIRE AGREEMENT – CASUAL USERS

Option	Per Hour	12 noon-12 midnight	Full Day (9 am – Midnight)	Hire Cost	Deposit 50%	Date Rec'd		Balance of hire
Maple Hall	£31.00	£310	£375					Indemnity (£70, £200, or £250)
Onyx Youth Wing	£27.80	£280	£305					Total
Cosy Chestnut	£17.85		£200					To be received by:

WEDDINGS :-CHARGED AT **£500** FOR ALL DAY HIRE PLUS 2 HRS HIRE ON THE EVENING BEFORE

We have a different booking form/prices for 18th birthdays.

PLEASE NOTE: **The main entrance and foyer area is used by other hirers on Fridays and Saturdays and is not included as part of your hire.**

A booking is not confirmed until the deposit is paid. The date will be released if the booking form and deposit is not returned to the bookings officer within 2 weeks of issue to the hirer. The balance of the hire cost charge is due two months before the event. The indemnity is due one week prior to hire. *If booked less than two months prior to the event full payment will be required on booking.*

An **indemnity charge of £70 for children's parties up to age 10, and £200 for all other events. For 21st birthdays & weddings the charge is £250** This is required payable with the balance and will be reimbursed within 14 days after the function subject to the following:

- There is no damage or loss caused to the premises and / or contents during the hire period as a result of the hire
- There is no clearing away, extra cleaning or security costs incurred as a consequence of the hire
- Please note that the indemnity is returned via a cheque in the post.

Please note: In addition to the indemnity, the person signing this form (the hirer) will be required to pay for all costs of repair / refurbishment for any substantial damage sustained during the hire of the venue.

If the Fire or Burglar Alarm is activated a £150.00 call-out charge will apply.

Please leave the hall in a clean and tidy condition for the next hirer to use.

The signature below indicates acceptance of the Standard Conditions of Hire, acceptance of the Special Conditions of Hire (if applicable) and confirmation of the booking. The named person/s below accepts full responsibility for the hall and car park during the period of hire.

Hirer Signature: _____ Date: _____

Please print: _____

Bookings Officer: _____ Date: _____
(On behalf of Moira Village Hall Trust)

Cheques should be made payable to Moira Village Hall - WE REGRET WE CANNOT ACCEPT CASH

Please sign and return this booking form with your deposit to:

Lisa Bromage
5 Paradise Close
Moira, Swadlincote, DE12 6 EE
07968 440432
moiravillagehall@outlook.com

To arrange collection of key to the building please contact:

Paul Wood
Site Supervisor
07989 430517

AN EMAIL WILL BE SENT AS BOOKING CONFIRMATION
Charity Registration Number 1088450

MOIRA VILLAGE HALL HIRE AGREEMENT – CASUAL USERS

***BOUNCY CASTLE HIRE & CONDITIONS OF USE**

Please provide the following information:-

Name of bouncy castle hire company.....

Phone number.....

Email address.....

An **extra charge of £15** will be added to your total hire cost if you are having a bouncy castle at the hall.

These are allowed in the **Maple Hall** only and must be added to your booking form when booking your hire.

Minimum hire time when hiring in a bouncy castle is **3 hours**. This is to allow for setting up/ taking down of the bouncy castle by the hire company.

Please allow time within your hire period for this.

Please note the following when considering the hiring of a bouncy castle for use at the hall

It will be the responsibility of the hirer :-

1. Ensure that the bouncy castle company provide an adequate and suitable floor covering before inflating the bouncy castle.
2. The hirer must ensure that they are hiring the bouncy castle from a reputable company who have public liability insurance. Check their health and safety policy.
3. If the bouncy castle is inflated outside on the rear grounds, permission must first be sought from the administrator of Moira Village Hall. All appropriate safety measures must be ensured, including tethering of the bouncy castle.
4. The hirer will be responsible for the safety of everyone using the bouncy castle during their hire period. Any accidents should be logged in the accident book located in the small kitchen/bar area

.....

The signature below indicates acceptance of the Bouncy Castle Conditions of Hire, and confirmation of the booking. The named person/s below accepts full responsibility for the hall during the period of hire.

Name of hirer.....

Signature of hirer.....