

South Muskham and Little Carlton Village Hall

Hire Agreement & Conditions of Use – 2026

1. Hirer Details

Name: _____

Address: _____

Contact Number: _____

Email: _____

2. Booking Details

Event Description: _____

Date of Hire: _____ Start Time: _____ End Time: _____

Hall(s) Hired: Large Hall Small Hall Both

All events must end and the hall must be fully cleared by midnight.

3. Hire Charges and Cleaning Fee

Resident rates: Large Hall £15/hr, Small Hall £11/hr, Both £25/hr.

Non-resident rates: Large Hall £19/hr, Small Hall £14.50/hr, Both £30/hr.

Funeral bookings: Village residents receive a 50% discount; non-residents pay the standard rate.

A mandatory cleaning fee of £30 applies to all bookings.

4. Booking and Payment

All bookings are provisional until full payment is received. Full payment must be made at least four weeks prior to the event.

Please quote your invoice number as the payment reference.

Bank Details:

Account Name: S Muskham Village Hall

Bank: NatWest

Account Number: 19404107

Sort Code: 50-10-23

5. Cancellations

Up to 3 weeks before the event: full refund.

7 days or less before the event: 25% deduction from any refund.

6. Access, Use and Responsibilities

Access is via a key stored in a key safe. The code is confidential and must not be shared.

The key must be returned and the code scrambled after use.

The Hirer is responsible for setting up, clearing away, and ensuring chairs and tables are handled correctly.

Bouncy castles are not permitted. No smoking or vaping is allowed indoors.

Fire doors must be kept clear at all times.

Any damage must be reported and may incur additional charges.

CCTV operates throughout the building. No liability is accepted for loss or damage to personal items.

7. Air Conditioning

Main Hall: Controlled via wall panel near the main entrance. Do not exceed 23°C. System auto-switches off after 3 hours and must be switched off on departure.

Small Hall: Operated via a remote under the unit. Maximum temperature 23°C. Must be switched off after use.

8. Parking

Additional parking is available on the grass at the rear of the hall. Removable bollards must be replaced and padlocks secured before departure.

9. Agreement and Acceptance

I confirm that I have read, understood, and agree to abide by the terms and conditions of this Hire Agreement.

Hirer's Name: _____

Signature: _____

Date: _____

Committee Representative Name (if applicable): _____

Signature: _____

Date: _____