

WYBOSTON, CHAWSTON & COLEDEN VILLAGE HALL

Morris Walk, off The Lane, Wyboston, Bedford MK44 3AU
(Charity Commission No. 1044361)

Contract for Hire Agreement

Please note the Village Hall is a no smoking building

Bookings: can be made for the hall via the Bookings Manager, Rebecca Neave
Contact - Tel: 07841 186946 Email: wccvillgehall@gmail.com

Payment: to be made by BACS: Wyboston, Chawston & Colesden Village Hall
Sort Code 20-74-81 Account No. 33781062

Access: The Bookings Manager will advise the hirer of the code to access the key safe,
to obtain the key to unlock the door.

| Venue & Capacity | Rate (per hour) Weekdays & Weekends |
|--|--|
| Main Hall (Max Capacity 100 standing or 80 seated) | £15.00 |
| Committee Room (Max Capacity 18) | £10.00 |

The use of tables and chairs is included in the hire charge for the Main Hall and/or Committee Room and these are located in the Store Room. No decorations are to be affixed to the walls, ceilings, etc. and no *blu tac*, drawing pins, adhesive tapes or similar, as they can cause permanent damage to the fabric of the building.

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| Please list date(s): | |
| Please confirm time of hall hire including set-up: | |
| Use of Hall: | |
| Name of Hirer: (must be over 18 years) | Contact: Tel.No. & Email: |
| Organisation: (if applicable) | |
| Address of Hirer/Organisation: | |

By signing this contract, I agree to the following:

**I have read the *Health & Safety Policy incl. First Aid, Safeguarding Policy & GDPR Policy*
and agree to all the terms and conditions**

(available on the website or a hard copy available on request)

Signed _____ Print Name _____ Date _____