

HORTON VILLAGE HALL

HIRE AGREEMENT

This agreement is made between:-

The Trustees of Horton Village Hall
Horton Village Hall
Horton
Leek
Staffordshire
ST13 8PU
(referred to as '*The Trustees*')

And the hirer

Name:

Address:

.....

.....

.....

.....

Telephone:

(referred to as '*The Hirer*')

The Trustees and *the Hirer* agree to the hire of the whole Hall and all its facilities for the period of:

Start date Time

End date Time

for the purpose of:

Hire Fee:

The Hirer shall pay a non-refundable deposit of at the time of booking the Hall. The booking will **not** be confirmed until this deposit is received.

The balance of the hire fee will be and must be received in full at least 7 days before the booking commences.

Please make cheques payable to 'Horton Village Hall'.

Will outside caterers be used?.....YES/NO

If yes please give name, address and telephone number.

Name.....

Address.....

.....

Telephone:.....

This agreement forms a legally binding contract and by signing it both parties agree to be bound by the terms and conditions as laid out in document **TC2023**. Any variations from these terms and conditions are to be noted where applicable and signed and dated in the margin by both parties.

Signed on behalf of *the Trustees*:

..... Date

Signed by *the Hirer*:

..... Date

Please complete and return to:-

Eileen Hough
35 Longvalley Road
Gillow Heath
Stoke on Trent
ST8 6QZ

Tel. 01538 306366
E-mail eileen_35@hotmail.co.uk

Any existing damage to be marked on building plan at time of hire.

Please retain a copy for your records.