

## ASHWATER PARISH HALL Booking Form/Hire Agreement

**1. Hirer:**

A) Organisation/Club/Society: \_\_\_\_\_

B) Contact Name: \_\_\_\_\_

C) Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

D) Type of booking – Regular weekly booking/Regular booking less than weekly/Occasional booking\*

\*Please delete as appropriate.

**2. Hiring Charges: Occasional Bookings:**

Deposit £ \_\_\_\_\_ **Note 1**

Hall/Room Hire Charge £ \_\_\_\_\_ **Note 2**

Alcohol Licence Yes/No\* £ \_\_\_\_\_ **Note 3**

**Note 1:** Payable on booking

The Committee reserves the right to retain all of the Deposit in the event of cancellation, or a portion of the Deposit if the Hall is not left clean and tidy.

Damage costs in excess of the Deposit will be invoiced accordingly.

**Note 2:** Payable one month before the event or on booking if less than a month before the event date.

**Note 3:** £25 Payable on booking (if required)

Please state below the name of licence holder/publican if an outside bar is provided:

\_\_\_\_\_

**3. Hiring Charges: Regular Bookings:**

Payable Monthly £ \_\_\_\_\_

Areas Required  
(Please tick box)

Additional Requirements:

- |                      |                          |       |
|----------------------|--------------------------|-------|
| Whole of Parish Hall | <input type="checkbox"/> | _____ |
| Jack Moon Hall       | <input type="checkbox"/> | _____ |
| Des Shadrack Room    | <input type="checkbox"/> | _____ |
| Meeting Room         | <input type="checkbox"/> | _____ |

**4. Purpose of Hiring:**

\_\_\_\_\_

\_\_\_\_\_

**5. Period of Hiring:**

Occasional Booking: Date(s): \_\_\_\_\_ Days: \_\_\_\_\_ Hours: \_\_\_\_\_

Regular Booking: Day(s) of Week: \_\_\_\_\_ Time from/to: \_\_\_\_\_

**6. Requirements:**

- The Hirer also undertakes to read and abide by the Standard Conditions of Hire, which form part of the terms of this Hire Agreement. These may be viewed at the Hall or provided upon request.
- The Hirer is reminded of the Committee's right to refuse a booking without notice and to cancel the hire by giving seven days written notice should the Committee discover information about the proposed hiring, which in the Committee's opinion, would render it an inappropriate use.
- In the case of regular hirers, the Committee reserves the right to give fourteen days notice to require the Hirer to vacate any given period of their normal hire to allow an occasional hire.
- Under no circumstances of cancellation by the Committee will any compensation be payable by the Committee; hire fees will be refunded or credited as appropriate.
- The Hirer agrees to be present at all times during the period of hire.
- The Hirer is reminded to appoint a deputy (who will assume the responsibilities of the Hirer) if the Hirer is unable to be present during the hire period and to ensure the deputy is aware of the terms and conditions of the booking.
- The Hirer (or Deputy) must ensure, upon vacating the premises, that all lights are switched off, all windows closed securely, and all external doors closed and locked.

I declare that the information given above in this agreement is correct to the best of my knowledge. I acknowledge that any false statement or misrepresentation will invalidate the agreement immediately.

Signature of Hirer..... Date of Signature.....

For APH..... Date of Signature.....

(Signed on behalf of the Ashwater Parish Hall Management Committee)

**PLEASE RETURN THE COMPLETED BOOKING FORM TO:**

The Hall Secretary - Ashwater Parish Hall as below:

The following members of the Committee may be contacted to answer any query regarding the terms of hire:

**Secretary:**

Ivan Buxton  
Valley View, Quoditch  
Ashwater  
Devon  
EX21 5BY  
Tel: 01409 221073

**Chairman:**

Colin Vallance  
The Hazels  
Ashwater  
Devon  
EX21 5EH  
Tel: 01409 211441

**Vice-Chair:**

Letitia Yetman  
Buckingham House  
Ashwater  
Devon  
EX21 5EY  
01409 211131

Ashwater Parish Hall operates a Premises Licence authorising the supply of alcohol and summary details may be viewed on the Notice Board in the Hall.

Ashwater Parish Hall Committee operates both an Equal Opportunities Policy and an Environmental Policy. Copies of the written policy statements are available upon request or may be viewed on the Notice Board in the Hall.

Hirers are reminded to please treat the Hall with care and be aware of our neighbours by entering or leaving the premises as quietly as practicable.

Thank you for booking with us and we hope you enjoy the facilities. Please let us know if you have any suggestions or improvements to assist other users.