

## Whaddon Village Hall Hire / Marquee Letting Agreement

Hirer's Name: _____	Organisation: _____												
Address: _____ _____ _____ Telephone: _____													
Type of function _____													
Period of Hire:     Dates: _____ Hours: _____													
<b>Collection and return to be arranged with the Letting Officer, Wendy Paton, 108 Church Street, Whaddon. SG8 5RX Telephone: 01223 207703</b>													
<table style="width: 100%; border: none;"><tr><td colspan="3">Fees</td></tr><tr><td style="width: 30%;">Hiring Fee</td><td style="width: 10%;">£</td><td></td></tr><tr><td>Deposit (for <b>all</b> parties)</td><td>£</td><td>(will be returned after satisfactory inspection)</td></tr><tr><td>Total Due</td><td>£</td><td><b>PRIOR TO COLLECTION</b></td></tr></table> <p style="text-align: center;">Cheques made payable to WHADDON VILLAGE HALL</p>		Fees			Hiring Fee	£		Deposit (for <b>all</b> parties)	£	(will be returned after satisfactory inspection)	Total Due	£	<b>PRIOR TO COLLECTION</b>
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<b>IMPORTANT</b>													
<p><b>The Village Hall Committee points out that it holds no insurance to cover damage or loss to the Marquee whilst lent to a third party. The borrower must be financially responsible for damage or loss of this tent over and above the sum of the deposit. The marquee was purchased for the sum of £999.00 in the summer of 2000. Neither is there any public liability insurance in the event of any accident occurring to anyone using the marquee.</b></p> <p><b>If you agree to borrow at your own risk, the Committee is pleased to assist by lending the marquee. Note that you will need between four and six people to erect and packing away. Please follow the instructions carefully, particularly with regards to drying the canvas.</b></p>													
<p><b>I have noted the above and have read the Conditions overleaf. I agree to abide by their terms.</b></p> <p>SIGNATURE OF HIRER: _____ DATE: _____</p> <p>Thank you hiring the Marquee/Village Hall. We wish your function every success.</p> <p>(signed on behalf of Whaddon Village Hall) NAME: _____ DATE: _____</p>													

## Whaddon Village Hall – Conditions of Marquee Hire

### **General**

**The Hirer** will during the period of hire, be responsible for:

The supervision of the Marquee, the fabric, accessories and equipment, their care and safety from damage

See that the behaviour of all persons using the marquee is appropriate; ensuring there is adult supervision for all children's and teenage parties.

**The Hirer** shall indemnify the Committee for the cost of repair for any damage done to any part of the Marquee as a result of the Hire.

**The Hirer** shall not sub-let or use the Marquee for any unlawful purpose or in any unlawful way nor do anything or bring into the marquee anything which may endanger the same or any insurance policies in respect thereof.

**The Committee** is not responsible for loss or damage to any property, or to any vehicle of the Hirer or user or any person attending the Marquee, as a result of this hire.

**The Committee**, at its sole discretion may refuse, cancel or curtail lettings.

### **Fire**

The Hirer must take necessary precautions to prevent fire within the Marquee. Gas fires, barbecues or any appliance using a naked flame must not be used in the Marquee.

### **End of Hire**

The Marquee must be dried, cleaned up and packed away after the end of the hire period.

The Marquee must be left clean and undamaged. If the Marquee is not left clean or required repairs, there will be a charge.

Please return as arranged with the Letting Officer.