


Millbrook Village Hall

The Parade Millbrook Cornwall PL101AX
Charitable Trust: Registered Charity No: 1054600

REGULAR HIRING AGREEMENT

Room Hire price: Main Hall £13 per hour, £6.50 for local's bookings. Balcony room £11 per hour, £5.50 for locals, Attic room £10 per hour & £5.00 per hour for locals. **Payments need to include both set up and clean up times.**

Cancellations: There should be **1 week's notice** on any cancellations of your bookings; if we don't get this you will still be charged for the hire.

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| Name of Individual Hirer/ organization & representative : | |
| Email: | Contact  |

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| DATES: | |
| START & END TIME: | |
| DURATION: | MAIN HALL BALCONY ROOM ATTIC ROOM |
| ROOM REQUIRED: | |
| PURPOSE: | |
| SAFE GUARDING POLICY: Are you working with children/vulnerable young adults? | YES NO |
| If yes-please sign to state all adults involved have DBS checks. | |
| ALCOHOL LICENCE: (£10.00 charge & form required). | YES NO |
| BALCONY ROOM: Do you wish to use the T.V. | YES NO |
| DATA PROTECTION: Your data will be held securely for 12 months. We keep this as it's essential to be able to get in touch with you as hirers of the hall. Under GDPR regulation I give my consent. | SIGNATURE: |
| KEYS: How many keys do you hold? | |
| WIFI: TP Link Code: 64501956. (Please make note of this before your booking). | |

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|-------------------------|--|
| CHARGE FOR ROOM: | PAYMENT: CASH CHEQUE BANK TRANSFER |
| ALCOHOL LICENCE: | Cheque to be made to Millbrook Village Hall and sent to the above address. |
| TOTAL: | Bank transfer to Millbrook Village Hall - reference of date/group name. Sort code: 30-12-74 Account number: 01982238. |
| | Envelopes are provided in the Hall for all cash payments please fill them in and put into the letter box in the foyer. |

This agreement states that you the hirer will leave the **hall clean, tidy and ensure nothing is damaged**. If there is damage and/or the room is not left in a clean condition a fee will be charged to recover the cost of cleaning and /or damage rectification.

- Any electrical items (>a year old) used in the Hall must be P.A.T tested. (Offered yearly by Hall).
 - PPL License required by any user playing recorded music.
- The Hirer agrees with the Committee to be present during the hiring or their representative and to comply with The Conditions of Hire.
 - The Conditions of Hire are on the notice board in the hall/website or can be emailed on request.

This Agreement is made between Millbrook Village Hall Management Committee and the Hirer and under the terms specified above.

The Committee agrees to permit the Hirer to use the premises for the purpose and period as stated.

Thank you for booking the Millbrook Village Hall. We are committed to providing a comfortable, clean, safe venue.

I declare that the information given in this agreement is correct to the best of my knowledge and I acknowledge that any misstatement or misrepresentation will invalidate the agreement and I agree to adhere to the MVH Conditions of Hire.

Signature: _____ Date: _____

Print name: _____

(Updated Oct 2019)

Signed by the person on behalf of Millbrook Village Hall Committee:

Signature: _____ Date: _____

Print name: _____

Bookings Clerk Lauren Fitzpatrick
millbrookvillagehall@gmail.com

☎ 07415156432