

South Zeal Victory Hall

*Registered Charity No. 300974*

**Booking Clerk**

Ewa Farwell, Staplers,

 Sticklepath, Okehampton, EX20 2NW

07739 401638

southzealvictoryhall@gmail.com

**HIRE AGREEMENT**

**Please complete all sections marked with \* and return either as an email attachment or by post.**

**\* Date of this Agreement :**

**\* Hirer’s Name :**

**\* Organisation (if applicable):**

**\* Address:**

**\* Hirer’s contact phone number:**

**\* Hirer’s email address:**

**\* Date requested:**

**\* Session requested (delete as needed): 9.00am / 1.00pm / 5.30pm – 11.30pm**

**\* Rooms requested (delete as needed): WHOLE PREMISES / COMMITTEE ROOM ONLY**

**\* Reason for hiring : e.g. dance/party/meeting**

**\* Are you going to use the hall for commercial purposes? If ‘yes’ then you are not covered by the Hall's insurance, and the Committee will need to see proof of insurance. ‘Commercial’ means that you or a third party intend to make a profit, however small.**

 **YES/NO**

**\* Will the hirer or their servants be applying for a Temporary Event Notice (TEN) ? No supply of alcohol may be made under the hall’s Premises Licence. If the hirer is planning to supply alcohol themselves, or wishes to use the hall outside the hours specified, they will need to apply to West Devon Borough Council for a Temporary Event Notice at least ten days before the event. The hall is only allowed a maximum of 12 such notices per annum and they are issued on a first come first served basis.**

 **YES /NO**

**\* Signed by the person named above. If completing and returning by email, either insert an electronic copy of your signature below or write ‘sent electronically’.**

***I agree to be bound by the Terms and Conditions.* SIGNE**