

SOUTH ZEAL VICTORY HALL

(COMMITTEE OF MANAGEMENT)

REGISTERED CHARITY NO. 300974

Bookings email: southzealvictoryhall@gmail.com



HIRE AGREEMENT

- Free WiFi is available in the hall. See the posters around the hall for the password.
- 50p coin operated top up wall heating meter in electric cupboard outside the main door - key on hirer's key ring.
- £1 coin operated meter on kitchen wall for water boiler, cooker and warming cupboard.

Please complete all sections marked with * and return as an email attachment. Alternatively if you would like to return in paper form just email for details of where to drop off the form.

* 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:

* Number of people expected to attend the event:

* **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**

* **PA system required?** There is a PA system with speakers around the main hall. The system includes hand held and belt mics, CD player. Also USB, USB-C and lightning adaptors to connect your own external devices. **YES/NO**

Conditions of hire. The Conditions of Hire form part of this Hire Agreement. They are available to download along with this form from <http://southzealvictoryhall.org.uk/booking/>. Please download, read and keep them with you during your hire. **As well as forming the rules by which you agree to hire the hall, they also include certain legal obligations.**

Please pay particular attention to Point 28: End of Hire "The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition as found, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Hall shall be at liberty to make an additional charge.

Signed by the person named above: I agree to be bound by the Conditions of Hire

Signature:

Electronic signature is acceptable.

V. January 2024