

ZEAL MONACHORUM VILLAGE HALL

HIRE AGREEMENT

HIRER DETAILS

Name		Tel No	
Address			
E-mail			
Is the hirer over 18 years of age?	Yes <input checked="" type="radio"/>	No <input type="radio"/>	
Are you hiring on behalf of a club / group?	Yes <input checked="" type="radio"/>	No <input type="radio"/>	
If yes, please state name of club / group here			
Type of function to be held			
Will you be applying for a Temporary Event Notice or other licence? If yes, licence <u>must</u> be supplied to Management Committee before the hire period starts.	Yes <input checked="" type="radio"/>	No <input type="radio"/>	
Will you require the use of the cooker during your Hire Period? NOTE: Use of the cooker attracts an additional payment of £5 to cover the cost of electricity used.	Yes <input checked="" type="radio"/>	No <input type="radio"/>	
Date required (if hire is required for more than one occasion, please give a schedule of dates and times)			
Time required from (incl. setting up)		Time required to (incl. clearing up)	

FEES

	Zeal Monachorum residents or organisations	All other users
Hire of the hall		
For any 1-hour period	£8	£10
For any 4-hour period	£32	£40
Longer periods (up to 8 hours)	£64	£80
Long Full Day (open before 8am, closed after 8pm)	£250 (Zeal residents are invited to enquire about special rates for long full day hire)	
Use of cooker during the Hire Period	£5	
Hire of equipment off-site (NOTE These charges are applicable to all hirers. Any equipment used off site is to be returned to the Hall within 48 hours, unless a special arrangement has been made prior to the hire period)		
Tables	£1	per item
Chairs	25p	per item
Crockery (selection of cups, saucers, plates)	£5	Per load (NOTE Old crockery only)
Water boiler	£5	

P.T.O. for confirmation

CONFIRMATION OF BOOKING

By signing this document (either manually or electronically) you are agreeing to abide by the terms and conditions of hire as detailed on the attached sheets – please read them carefully.

I AGREE TO ABIDE BY THE TERMS AND CONDITIONS OF HIRE

Signature..... **Name** (Please print).....

Date.....

Please now return this completed form to:-

Mike Bostock, Yewtree Cottage, Zeal Monachorum, EX17 6DH.

For enquiries please telephone 07850-142544 or email
treasurer@zealmonachorum.org

Single events

When this booking form is received by the treasurer, you will be sent confirmation and an invoice for your hire, which may include a deposit. Please pay by cash, cheque (payable to Zeal Monachorum Village Hall), or BACS to Zeal Monachorum Village Hall, Sort Code: 08-92-99, Account No. 67338045 within 7 (seven) days of receipt of the invoice. Please note that full payment and a deposit if requested MUST be received before your event.

If you decide not to go ahead with your booking, please advise the treasurer as soon as possible.