

### Dalham Village Hall – Hiring Agreement.

Name: .....

Address: .....  
.....  
.....

Telephone: .....

E-Mail: .....

Date(s) of Hire:

Time:            from                            to                            =                            hours

Total Number of People attending

Purpose of Hire:

*If you are not known to the Booking Secretary, please produce personal identification with proof of address.*

**NB:** The individual signing this form must be present throughout the period of the hire and are responsible for ensuring that all Terms and Conditions of Hire are met.

**PLEASE RETURN COMPLETED BOOKING FORM AND REMITTANCE TO**

**Emma Anderson  
Garden House  
Dalham  
CB8 8TB**

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**For Booking Secretary**

Treasurer:                            Booking Sec:                            Calendar:

Deposit received £                    Balance received £                    Bond returned

Transaction completed – Signed: .....                            Bookings Secretary

**Hire Charges:**

	<b>Hall Only</b>	<b>Plus Kitchen</b>	<b>Hall + Kitchen</b>
	Per Hour	Per Hour	Per Day
Dalham residents*	£7.50	£17.50	£80.00
Non resident	£12.00	£22.00	£120.00
Business – residents*	£17.00	£27.00	£200.00
Business - non-residents	£25.00	£35.00	£250.00

\*A concessionary rate will be applied at the discretion of Dalham Village Hall Committee for the benefit of villagers

**Hire Charge:** \_\_\_\_\_

**Refundable bond:**

£150 - Applies for private parties, dances and commercial use

**Cleaning**

A minimum charge of 2 additional hours may be made if the Hall has not been left in a clean and tidy state after use.

**Total Payment:** \_\_\_\_\_

**50% Deposit of hire charge** £ .....

**Balance** £ .....

Please make cheques payable to **Dalham Village Hall Charity**  
**Alternatively payment can be made electronically. Please ask the booking secretary for bank details**

**Payment Policy**

- a. A deposit of 50% of the Hire Charge must be paid on the initial booking of the Village Hall and will act as confirmation of the booking.
- b. A bond may be required against damage or loss incurred to the premises and/or contents by the Hirer or persons associated with the event. Dalham Village Hall Committee reserves the right to increase or decrease the bond at their discretion. A bond of £150 will apply for private parties, dances and commercial use.
- c. The bond will normally be repaid in full seven days after the event unless damage, loss or extra cleaning is deemed necessary. Deductions will be made before any refund and extra charges may be levied if in the opinion of the DVHC, cleaning, damage or loss, exceed the value of the bond. Any refund of the bond will be delayed until the full extent of costs have been assessed.
- d. The balance of the hiring fee and required bond must be paid in full at least two weeks before the event. If the full payment is not received before this time the Village Hall may be let to another hirer.
- e. Cheques will be cashed to account upon receipt and the hire charge will be forfeit if the booking is cancelled less than two weeks before the event.

Booking No.

- f. The hirer shall be responsible for all damage (including accidental damage) to the premises or to the fixtures, fittings or content and for the loss of the contents.

**Declaration**

I have read and agree to abide by the **'Terms and Conditions of Hire'** for Dalham Village Hall.

I have paid a deposit of 50% of the hire charge and will pay the balance at least two weeks before the event.

Signed: .....

Date: .....