**WYBOSTON, CHAWSTON & COLESDEN *VILLAGE HALL***

Morris Walk, Wyboston, MK44 3AG

www.wybostonvillagehall.com

**Contract for Hire Agreement**

*Please note the Village Hall is a non smoking building*

**1. Bookings**: Can be made for the hall via the Bookings Officer,

Tel: **07471595016** or the website **www.wybostonvillagehall.com**

**2. Payment:** Wyboston & Chawston Village Hall,

Barclays Bank UK PLC Sort Code **20-74-81** Account No **33781062**

**3.** **Keys:** A key fob for the alarm system is in the key safe.

Amember of the Village Hall Committee on how the alarm system operates.

| **Venue & Capacity** | **Rates (per hour)** |
| --- | --- |
| **Main Hall** **(Max Capacity 100 Standing or 80 Seated)** |  **£15** |
|
| **Committee Room** **(Max Capacity 18 people)** | **£10**  |
|

* The use of tables and chairs is included in the hire charge for the Main Hall and/or Committee Room and these are located in the Store Room.
* No decorations are to be affixed to the walls, ceilings etc and no *blu tac*, drawing pins, adhesive tapes or similar as they can cause permanent damage to the fabric of the building.

| ***Please list all dates:*** |  |
| --- | --- |
| **Use of Hall** |  |
| **Name of Hirer****(must be over 18 years)** |  | **Contact Telephone Number(s):** |  |
| **Organisation:** **(if applicable)** |  |
| **Address of Hirer/Organisation:** |  |

**By signing this contract I agree to the following;**

**I have read the *Safeguarding, H&S, First Aid & the GDPR Policy* and agree to all the *full terms and conditions*  ☐**

(available on the website or a hardcopy to be given if requested).

**Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**