

NORTH MYMMS MEMORIAL HALL

36 STATION ROAD
WELHAM GREEN
NORTH MYMMS
HATFIELD
HERTS AL9 7PG

HIRE AGREEMENT

This form is to be completed in duplicate. One copy should be returned to the Bookings Secretary, at 10 Welham Court, Welham Green, Herts, AL9 7DF. Telephone 07954410435

Name and Address of Hirer.....

.....

.....Tel.....

Email address

Period of Hire From (time)..... To (time).....

On (date).....

OR On (day[s]).....each week

From (date).....To (date).....

Facilities Hired Main Hall Committee Room
Use of Kitchen Use of Piano

Details of function.....

Do you wish to list this on our website as an event open to the public Yes / No
If yes, enter details or email event@NorthMymmsMemorialHall.co.uk :

Title:

Date and time

Contact details: (email or phone)

Other details:

HIRE FEE £.....

CONDITIONS OF HIRE

1. To secure the booking, a refundable charge of *from* £ 60 is required and this will be returned after the letting date providing the premises are left in a satisfactory condition. Special payment arrangements will be made for period bookings.
2. The Hire Fee must be paid before the letting date.
3. The hirer will be liable for the entire hire fee in the event of the booking being cancelled within one month of the letting date.
4. During the period of the hire, the hirer will be responsible for:
 - Supervision of the premises, the fabric and contents
 - Prevention of damage however slight or change of any sort to the premises, the fabric and contents
 - The behaviour of all persons using the premises whatever their capacity, so as to prevent annoyance or a breach of the peace.
 - The safety of the public whilst on the premises
 - The prevention of nuisance to the public within the immediate vicinity of the premises
 - Where children under the age of 18 years of age are present, the hirer must provide for their supervision, care and well-being at all times.
 - The hirer shall, and shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder.
 - Any person who breaches this provision shall be asked to leave the premises.
5. Attendance at dances shall be limited to 150
6. The hirer shall indemnify the Management Committee for the cost of repair of any damage done to any part of the property, including the contents of the buildings, which may occur during the period of the hiring as a result of the hiring.
7. At no time should the piano be moved without prior permission from the Management Committee.
8. The Hall must be vacated by the completion of the period of hire. Failure to do so may result in additional charges being incurred at the discretion of the Management Committee.
9. On completion of the hire, the hirer shall be responsible for:
 - Cleaning the kitchen, cooker and any equipment used
 - Leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise.
 - Carrying out the Safety Instructions which are displayed by the kitchen exit door
 - Properly replacing any contents temporarily removed from their usual positions
 - Removing any rubbish from the premises and its surroundings. Otherwise the Management Committee shall be at liberty to make an additional charge or, if a refundable charge has been made, this will not be returned.
10. The hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger it.
11. The Management Committee reserves the right to cancel this hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or By-election, in which case the hirer shall be entitled to a refund of any deposit already paid. Except in this instance, normal period-bookings will not be altered unless by consultation.
12. In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired, the Management Committee shall not be liable to the hirer for any resulting loss or damage whatsoever.
13. The use of the premises is governed by the Licensing Act 2003, together with any subsequent amendments.

I hereby agree to the Conditions of Hire above

Date

Signed

Hirer

North Mymms Memorial Hall