



AWRE VILLAGE HALL

HIRE BOOKING FORM

Name of hirer Date of hire.....

Address of hirer

.....

Duration

Purpose of hire

.....No of visitors expected.....

Use of Kitchen: hot drinks Yes/No, cooked meals Yes/No

Comments

.....

Charge for hire £.....

CONDITIONS OF HIRE

- 1 During the hire period the Hirer is responsible for safety in the hall and must ensure that fire exits are clear (and back door unlocked), no more than 60 people are in the hall at any time .
- 2 The hirer is responsible for
 - Collecting the key from, and returning it to,
 -
 - Ensuring that, when unattended, the building and annex is locked, that lights are switched off, all windows are closed and heaters returned to their original settings.
 - Cleaning the hall when hire is complete
 - Reporting and paying for any damages or breakages.
 - Informing the hall committee of any accident or incident that occurred during the hire

I confirm that I agree to abide by these conditions

Signature of Hirer Date.....

PLEASE SIGN BOTH COPIES AND RETURN ONE COPY WITH THE PAYMENT

Please note: Cheques payable to Awre Village Hall Fund