

EATON BISHOP VILLAGE HALL EQUIPMENT HIRE AGREEMENT

All hiring of Village Hall Equipment is subject to a completed and signed Hire Equipment Agreement form being received by the Bookings Co-Ordinator together with a deposit payment.

HIRER

Name of Hirer/or Organisation: _____

Address: _____

Organisation Representative: _____ Tel No: _____

DATES REQUIRED

Date(s) Required: From: _____ To: _____

Time Required: From: _____ To: _____

VILLAGE HALL AUTHORISED REPRESENTATIVE: _____

EQUIPMENT TO BE HIRED

HIRE FEES

A deposit of £30 is required to confirm agreement. The hire deposit will be returned to the Hirer upon the return of the hired equipment in good order.

All equipment to be hired must be collected and returned by the Hirer at the agreed date and time. Any unreasonable delay may incur a fee.

The equipment must be returned to the appropriate place in the Hall and all breakages and losses must be replaced by the Hirer.

TOTAL FEE PAID: _____ **DATE:** _____

Payment to be made by cash or cheque (made payable to Eaton Bishop Village Hall) to the Bookings Co-Ordinator.