

HIRE AGREEMENT FOR TARSET VILLAGE HALL (TVH)

Please complete, sign and return pages 1 and 2 of this form to confirm your agreement. Thank you.

1. DETAILS OF HIRER (please complete)

NAME

ADDRESS

.....

.....

PHONE

EMAIL

2. PURPOSE OF HIRE (please complete below)

.....

(Please also refer to license conditions on the attached Standard Conditions of Hire for times/license information)

3. BOOKING DETAILS

TYPE **ONE-OFF/Regular** (delete as appropriate)

DATE

TIMINGS **Morning/Afternoon/Evening/All Day** (delete as appropriate)

ADDITIONAL **Bar/Kitchen/Sound and Audio Equipment** (delete as appropriate)

4. PROTECTION FOR MINORS AND VULNERABLE ADULTS

If your activity involves under 18s or vulnerable adults, please tick the appropriate box below to confirm that all adults present will either be parents/guardians/close relatives of the children/vulnerable adults involved, have been DBS checked, or are part of an organisation which has a current safeguarding policy in place.

YES

N/A (I confirm that no children or vulnerable adults will be involved in the activity)

5. ESTIMATED RENTAL CHARGES

Quote Agreed:

6. METHODS OF PAYMENT

Payment on receipt of invoice at the end of the calendar month in which your booking falls. Payments may be made in the following ways

- **CHEQUE:** Cheques should be made payable to Tarsset Village Hall
- **BANK TRANSFER:** Bank details can be provided on invoice or on request.
- **CASH:** Cash payment(s) may be made to the Treasurer (address below) or to the Secretary or Bookings Secretary. You will be provided with a receipt for your payment(s).
- **PLEASE NOTE:** Some events may require hirers to make full payment in advance, and hirers will be informed in the 'quote agreed' section overleaf if this is the case. If you are required (or wish) to pay in advance, please send payment to the following address, clearly stating your name and address and what the payment is for: Mrs Sheila Brodie, Treasurer, TVH, Pit Cottage, High Carritheth, Bellingham, Hexham, Northumberland. NE48 2LD. A receipt will be forwarded to you.

7. GENERAL DATA PROTECTION STATEMENT

The contact details you provide on this form will be used by Tarsset Village Hall for its administrative processes, to provide you with information about the Hall, and to keep you up to date with the services we offer our users. Your information will never be given or sold to any other individuals or organisations.

8. AGREEMENT

It is agreed that the terms above, as well as the Standard Conditions of Hire which follow, form part of the terms of this Hire Agreement, unless specifically excluded by agreement in writing between the TVH Committee and the Hirer. The Hirer, by signing, also confirms that the Information Essential for Hirers provided with this contract have been read fully, and accepted.

Signed electronically on behalf of TVH: Liz Reekie (Bookings Secretary)

Signed by the Hirer:

Please print:

Date:

Please return your completed form by email to tarsetvhbookings@gmail.com or email the above address to ask for the postal address to which to send completed forms.