Sheviock Memorial Hall Crafthole 2012

Hiring Agreement for the Sheviock Memorial Hall, Crafthole,

This agreement is made on the date (l) between Sheviock Memorial Hall Management Committee (2) and the Hirer (3) named below whereby in consideration of the sum mentioned.

(a) The Sheviock Memorial Hall, Crafthole Hall Management Committee agrees to permit the **Hirer** to use the Memorial Hall, Crafthole for the purposes and the period(s) all described below.

1 Date

2.Sheviock Memorial Hall, Crafthole Management Committee Authorized Representative: -.

Mrs T Wells, 18 Kimberely Foster Close, Crafthole

3 The Hirer Organization:- ..... Signature: .....

(b) ***Address of Hirer/Authorized Representative).-.....***

Post Code Tel No Signature

4 ***Hiring Fee See 11 of the Hiring Agreement.***

5 *Purpose of Hiring* (Function)

6 *Period of Hiring* Date(s)..... Hour's required.....

a. Cost of Hiring the Community Hall: - £ per hour or part of. See Hiring Charges for details

b. External Hiring.
Cost of external hiring of Crockery, cutlery and carry box... 15p per item. Tables £2.00 deposit All breakage's and losses must be paid for.
A member of the Sheviock Memorial Hall Management Committee will check out and on return

The Hirer must ensure that all Crockery, Cutlery and Tables are returned clean, otherwise items will be **cleaned at Hirers cost. 7,**

Notes:-

The Hiring Fee can be paid to Mrs Thelma Wells of 18 Kimberely Foster Close Crafthole **£ 50.00** ***deposit***

The Hirer or Representative(s) wishing to use a Stage will be responsible for obtaining it, the Erecting and using that stage in a safe and proper manner, Also the Dismantling and removing at the end of the hiring period.

The Hirer shall be responsible for obtaining the key to the Sheviock Memorial Hall, Crafthole from the Key Secretary and returning the key after the Hiring period. The Hirer shall be responsible for reading and understanding the Health and Safety Policy particularly items concerned with Fire Safety.

The Hirer must identify if the activity requires a person with a CRB Certificate? *(See Section 16 of Hiring Agreement)* Yes/No

If- Yes Will you be complying with the regulation! If No Please explain .....

First Aid

Any ACCIDENT must be reported in the Accident Book, The Sheviock Memorial Hall Crafthole **First Aid Box** is situated in the kitchen and if used please inform a member of the **committee.**

It is important that any Accident is reported to a member of the Management Committee as soon as possible