

Sheviock Memorial Hall rental agreement

Name of hirer and/or organisation (person with responsibility for hire)		
Correspondence address		
Email		
Contact telephone number		
Date of required hire		
Purpose of hire		
Are you working with children or vulnerable adults ? Are you complying with the current safeguarding regulations?		
Time of hire (inc set up/set down of equipment)	from	to
Areas requested for hire (please tick)	Main hall Lounge Kitchen	Sports Hall Kennedy room Grass area
External Hire	tables	chairs
		crockery
		cutlery
		other
Fee paid (as per below)	Yes	£
Deposit Paid	Yes	£
		Deposit refunded
		Yes
		No
WIFI	BTB-WTCGWR GMKeVfpEXuv4Kn	
Booking sec. signature and date		
Hirer signature and date		

Note

- You have signed to agree to take responsibility for hiring the agreed areas of the hall for the purpose stated above, using the equipment /furniture and ensuring that any damage is reported and paid for. Any defects on arrival of your hire should be photographed and reported immediately to the booking secretary via a phone call or to the chairperson. If not reported at that time it will be assumed that the defect has been caused during your hire and you will be responsible for the cost of repair
- By signing you have seen and are agreeing with the terms and conditions of use
- Cancellations with less than a week's notice will require full payment
- THERE IS NO SMOKING OR VAPING WITHIN THE HALL
- Candles are not to be used at any event
- All accidents must be recorded in the accident book in the kitchen and informed to the booking clerk when returning the key.
- Please tick the below sheet to confirm you have completed the close down of the hall and return to the booking clerk when returning the key.
- The management committee reserve the right to stop any function if there is anti-social behaviour

Booking clerk – Lynn Vickery 07528 127071 / 01503230048

Chairperson – Paula Brooks 07900 553116

- Have you cleaned any tables, kitchen sides and swept areas used?
- Have the toilets been flushed and are the toilet areas clean?
- Has the kitchen bin bag been tied and placed into the wheelie bin and a new black bag placed in the bin and any recycling removed from the hall?
- Are all windows and doors including sky lights closed and secured?
- Are all lights off in the toilets / sports hall / main hall / kitchen / lounge and corridor?
- Are water heaters, kettles and ovens switched off at the wall?