



We will refund the deposit within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents, nor complaints made to us about noise or other disturbance during the period of the hiring as a result of the hiring. We prefer to return the deposit on-line and therefore ask that you supply us with your bank details below. If this is not possible, we can make other arrangements by agreement.

**1.5** You agree with us to be present (or your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.

**1.6** We and you hereby agree that the Wissett Village Hall Standard Conditions of Hire, together with any additional conditions imposed under the Premises Licence and relevant legislation for the premises or that we deem necessary, form part of the terms of this Agreement unless we and you agree differently in writing.

**1.7** None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

## 2. Your Authorised Representative

<b>Name</b>	<input type="text"/>	<b>Address</b>
<b>Phone Number</b>	<input type="text"/>	
<b>E-mail</b>	<input type="text"/>	
<b>Postcode</b>	<input type="text"/>	

### 3.1 Your Booking(s) (For regular hiring, specify date of first and last booking)

Date	From	To	Number of Hours	Hire Fee (£)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Hours/Cost</b>			<input type="text"/>	<input type="text"/>
<b>Deposit (£50)</b>				<input type="text"/>
<b>Total Cost</b>				<input type="text"/>

### 3.2 Your Bank Details

<b>Account Name</b>	<input type="text"/>
<b>Sort Code</b>	<input type="text"/>
<b>Account Number</b>	<input type="text"/>

## 4. Description of Hiring

- 4.1 The whole of the village hall  Yes
- 4.2 The use of the kitchen  Yes
- 4.3 Use of equipment  Yes
- 4.4 Use of storage facilities  Yes
- 4.5 Will tickets be sold for your event?  Yes
- 4.6 Is food to be provided at the event?  Yes
- 4.7 Is alcohol to be provided at the event?  Yes
- 4.8 Will there be an exhibition or a film?  Yes
- 4.9 Will live music be performed or recorded music played?  Yes
- 4.10 Is this a commercial hire?  Yes

5.1 Signed by Wissett Village Hall Trustee or Authorised Representative	5.2 Signed by Individual Hirer or Organisation's Authorised Representative
<input type="text"/>	<input type="text"/>
<b>Date</b> <input type="text"/>	<b>Date</b> <input type="text"/>

Once you have completed the above form, you can save this document to your device for your records and then send it to us via email as an attachment to [enquiry@wissettillagehall.org.uk](mailto:enquiry@wissettillagehall.org.uk). We will confirm your booking by email and ask you to pay the £50 deposit and full hire fee at this stage.