



HIRING AGREEMENT

This Agreement is made between the St Lawrence Village Hall Management Committee and the Hirer named below:-

HIRER DETAILS

First Name **Last Name**
Organisation
Address
..... **Postcode**
Preferred Tel No **Alternative Tel No.**
Email Address
Are you over 18? Yes / No

EVENT DETAILS

Date of Event
Event Duration From:AM/PM To:AM/PM
Set Up Time Prior to event (mins):After event (mins):
Room Required Main Hall only ☐ Meeting Room only ☐ Entire Premises ☐

HIRER FEES (2025)

	Regular Hire	Ah-Hoc Hire
Meeting Room only	£6.50 per hour	£8.00 per hour
Main Hall only	£12.00 per hour	£14.00 per hour
Entire Premises	£16.00 per hour	£19.00 per hour

Regular Hire is a minimum of 10 bookings in a year.

Additional time to set up before and tidy after your event is charged in 15 minute increments.

DEPOSITS (2025)

Booking Deposit: 50% of total cost of the hire. This deposit secures the booking and is payable on receipt of the invoice from the Treasurer.

Balance Payment: The remaining 50% is due 7 days prior to your event. The due date will be stated on the invoice you receive from the Treasurer.

Special Deposit (£50): This deposit is payable with the Booking Deposit but will be refunded within 7 days of your event (or the final date of hire for regular users), 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.

PURPOSE OF HIRE

Purpose of hire

.....

Equipment storage required? Yes/No

Is this a commercial hire? Yes/No

Will tickets be sold for your event? Yes/No

Is food to be provided at the event? Yes/No

Is alcohol to be provided at the event? Yes/No

Will there be exhibition of a film? Yes/No

Will live music be performed? Yes/No

Will recorded music played? Yes/No

CONDITIONS OF HIRE

Please confirm you have downloaded, read and understood the following documents and that you accept responsibility for seeing that the Hire Conditions are fulfilled.

☐ **Standard Conditions of Hire**

☐ **General Instructions to Hirers**

Please confirm you have downloaded, read and understood the following documents and that you undertake to familiarise your group regarding the location of fire extinguishers and emergency fire exits.

☐ **Fire and Emergency Instructions**

☐ **Fire Safety Instructions Checklist**

☐ **I understand that if the Premises is not left clean and tidy, and all rubbish generated by my event is not removed, a charge will be made.**

Signature of Hirer named overleaf Date:

Signature of St Lawrence Village Hall representative

Print Name Date:

WHERE TO SEND THIS FORM: the most efficient way is to complete the online form directly on the St Lawrence village Hall website. But you can fill this form in by hand and then scan/ photograph it and email it to us (see below). Alternatively you can bring the paper form along to one of the social events at the village hall - see website for details.

ST LAWRENCE VILLAGE HALL MANAGEMENT COMMITTEE

Registered Charity Number 201922

Website: www.StLawrenceVillageHall.uk

Email: stlawrencevillagehall@gmail.com

(Version 1.1 January 2026)