



## 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

HIRE 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](http://www.StLawrenceVillageHall.uk)

**Email:** [stlawrencevillagehall@gmail.com](mailto:stlawrencevillagehall@gmail.com)

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