

# ZEAL MONACHORUM VILLAGE HALL

## HIRE AGREEMENT

### HIRER DETAILS

Name		Tel No	
Address			
E-mail			
Is the hirer over 18 years of age?	Yes <input checked="" type="radio"/>	No	<input type="radio"/>
Are you hiring on behalf of a club / group?	Yes <input checked="" type="radio"/>	No	<input type="radio"/>
If yes, please state name of club / group here			
Type of function to be held			
Will you be applying for a Temporary Event Notice or other licence? If yes, licence <u>must</u> be supplied to Management Committee before the hire period starts.	Yes <input checked="" type="radio"/>	No	<input type="radio"/>
Will you require the use of the cooker during your Hire Period? NOTE: Use of the cooker attracts an additional payment of £5 to cover the cost of electricity used.	Yes <input checked="" type="radio"/>	No	<input type="radio"/>
Date required (if hire is required for more than one occasion, please give a schedule of dates and times)			
Time required from (incl. setting up)		Time required to (incl. clearing up)	

### FEES

Hire of the hall	Zeal Monachorum residents or organisations	All other users
For any 1-hour period	£8	£10
For any 4-hour period	£32	£40
Longer periods (up to 8 hours)	£64	£80
Long Full Day (open before 8am, closed after 8pm)	£250 (Zeal residents are invited to enquire about special rates for long full day hire)	
Use of cooker during the Hire Period	£5	
Hire of equipment <b>off-site</b> (NOTE These charges are applicable to all hirers. Any equipment used off site is to be returned to the Hall within 48 hours, unless a special arrangement has been made prior to the hire period)		
Tables	£1	per item
Chairs	25p	per item
Crockery (selection of cups, saucers, plates)	£5	Per load (NOTE Old crockery only)
Water boiler	£5	

P.T.O. for confirmation

## CONFIRMATION OF BOOKING

By signing this document (either manually or electronically) you are agreeing to abide by the terms and conditions of hire as detailed on the attached sheets – please read them carefully.

### I AGREE TO ABIDE BY THE TERMS AND CONDITIONS OF HIRE

**Signature**..... **Name** (Please print).....

**Date**.....

Please now return this completed form to:-

Mike Bostock, Yewtree Cottage, Zeal Monachorum, EX17 6DH.

For enquiries please telephone 07850-142544 or email  
[treasurer@zealmonachorum.org](mailto:treasurer@zealmonachorum.org)

### Single events

When this booking form is received by the treasurer, you will be sent confirmation and an invoice for your hire, which may include a deposit. Please pay by cash, cheque (payable to Zeal Monachorum Village Hall), or BACS to Zeal Monachorum Village Hall, Sort Code: 08-92-99, Account No. 67338045 within 7 (seven) days of receipt of the invoice. Please note that full payment and a deposit if requested MUST be received before your event.

If you decide not to go ahead with your booking, please advise the treasurer as soon as possible.