

REGULAR USER HIRE AGREEMENT

Before completing this agreement please:

- Read our **STANDARD CONDITIONS OF HIRE** document available at www.arkholme-village-hall.co.uk/downloads

1) Agreement start date	
2) The hirer	Organisation or business name: Authorised representative: Address: Telephone number: Email:
3) Purpose of hire	
4) Premises usage	Which parts of the building do you require access to: <input type="checkbox"/> Main Hall <input type="checkbox"/> Foyer <input type="checkbox"/> Kitchen <input type="checkbox"/> Committee Room
5) Frequency of usage	How often do you require use of the premises: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Term time only Other: <i>Note: The detailed timing and usage will be agreed with the booking secretary</i>
6) Storage	Do you require access to store belongings or equipment at the hall between uses? Please provide details Do you hold keys to any part of the hall, cupboards, shed etc? Please provide details
7) Publicity	Do you wish your organisation or business to be publicised via the AVH website and social media? <i>If yes, please email images/text or pdf advert to arkholmevillagehall@gmail.com</i>

8) Sound system	Do you require access to the hall's sound system? If yes, do you require use of a microphone?
9) Additional information	Please use this space to provide any additional information that you think may be useful for us to know about your use of the hall:

- We have read and agree to perform the stipulations referred to in the **STANDARD CONDITIONS OF HIRE** which shall form a part of the terms of this agreement.
- We understand we will be given instructions for accessing the hall and we are responsible for ensuring the hall is left clean, tidy and secure after use.
- We understand that Arkholme Village Hall accept no liability for our use of the hall other than their own public liability responsibilities regarding the premises and facilities provided, and we agree to ensure that we have public liability insurance in place for our organisation or business covering the purpose of our hire of the premises.

Payment will be in arrears on receipt of invoice issued 3 times per year (approximately each April, July and December)

SIGNED:

Date:

Please complete save and return this form by email to arkholmevillagehall@gmail.com
or print and return by post to: AVH Bookings, Thorneycroft, Arkholme LA6 1AZ