

## 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](http://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 / Times 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  Time you wish to use the premises:  Start Time:                      End Time:
6) 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 <a href="mailto:arkholmevillagehall@gmail.com">arkholmevillagehall@gmail.com</a></i>
7) Sound system	Do you require access to the hall's sound system?  If yes, do you require use of a microphone?
8) 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:

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I agree to be present during the period of hire, and to perform the stipulations referred to in the STANDARD CONDITIONS OF HIRE which shall form part of the terms of this booking.

I understand we will be given instructions for accessing the hall and we are responsible for ensuring that the hall is left clean, tidy and secure after use.

I understand that any additional hours are chargeable and I will inform Arkholme Village Hall should I require these.

I understand that Arkholme Village Hall accept no liability for my use of the hall other than that their own public liability responsibilities regarding the premises and facilities provided.

Please note: we reserve the right to cancel your booking in extenuating circumstances such as elections and funerals but we will give you as much notice as possible.

**Payment will be in arrears on receipt of invoice issued monthly.**

**SIGNED:**

**Date:**

**Please complete save and return this form by email to [arkholmevillagehall@gmail.com](mailto:arkholmevillagehall@gmail.com) or print and return by post to: AVH Bookings, 8 The Sheiling, Arkholme, LA6 1FA**