

LOCHRANZA & CATACOL VILLAGE HALL

Registered Charity as Lochranza Village Hall SCO No. 18338

HIRING AGREEMENT

The management committee of Lochranza & Catacol Village Hall agrees to permit the **Hirer** named in this agreement to use the premises for the undernoted purpose(s) and for the period(s) described but always subject to the conditions specified in this agreement and accompanying documents. The **Hirer** named in this agreement agrees to observe these conditions.

1. Authorised representative of committee.....
Address.....
Telephone.....e:mail.....
2. Hirer: Organisation.....
 Authorised Representative**.....
Address.....
Telephone.....e:mail.....
3. Area of hall required (please circle)
Large Hall Small Hall/Stage Entire Hall
4. Purpose of Hiring.....
5. Period of Hire: Date(s).....
 Hours.....
6. Returnable deposit.....Fee.....

Please enclose deposit with this form and return to the **bookings secretary** in order to confirm your booking. Settlement of the full hire cost is required **two weeks prior** to the event.

Please make cheques payable to: **Lochranza Village Hall**

Signed on behalf of the management committee.....

Date.....

Signed by the person named above as the **Hirer** or as **Authorised Representative of the Organisation**.....

Date.....

The committee maintains public liability cover on the hall. This insurance covers those involved in the ownership and operation of the premises. The activities of the Hirers are **NOT** covered by the hall insurance. It is strongly recommended that Hirers effect public liability insurance in their own right which will cover any claims arising out of their activities. This cover should include damage to hired, leased or rented premises for a minimum sum insured of £1m.

RETURN FORM TO: Anita Ford, Homelea, Newton Shore, Lochranza, Isle of Arran, KA27 8JF